



**John Wright  
Town Clerk**

**Lyme Regis Town Council**

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Notice is given of an **extraordinary meeting of Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 5 February 2025 commencing at **7pm** when the following business is proposed to be transacted:

John Wright  
Town Clerk  
31.01.25

*The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.*

*If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.*

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

## **AGENDA**

### **1. Public Forum**

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee*

**2. Apologies for absence**

To receive and record any apologies and reasons for absence

**3. Disclosable Pecuniary Interests**

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interests relating to any item on the agenda, they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

**4. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

**5. Allocation of Term Grants 2025-2030**

To allow members to consider applications for term grants for 2025-2030

**Committee:** Extraordinary Full Council

**Date:** 5 February 2025

**Title:** Allocation of Term Grants 2025-2030

**Purpose of Report**

To allow members to consider applications for term grants for 2025-2030

**Recommendation**

Members agree the allocation of term grants for 2025-30 to organisations who have satisfied the Term Grants' Policy and Procedure

**Background**

1. Term grants were introduced by this council in 2016 and are generally allocated for the 'term' of a council administration, i.e. up to five years. Term grants were allocated for 2016 to 2020 and again from 2020 to 2025.
2. Term grants are currently in place with five local organisations and these come to an end on 31 March 2025.
3. Members are now asked to consider the allocation of term grants from 1 April 2025 to 31 March 2030.
4. At the Strategy and Finance Committee meeting on 27 November 2024, members agreed to 'approve a five-year annual grant budget of £140,000'. This amount has been set aside for the financial years 2025-26, 2026-27, 2027-28, 2028-29 and 2029-30 and will not be adjusted for inflation.
5. At the same meeting, members approved an annual allocation of £100,000 to term grants and approved changes to the term grants' policy and procedure. Organisations may apply for up to £20,000 per annum.
6. All recommendations from that meeting were approved by the Full Council on 11 December 2024.
7. An advert was published on 13 November 2024 to give local organisations advance warning that applications for term grants would open on 12 December 2024.
8. An advert was published on 12 December 2024, inviting term grant applications, with a deadline of midday on Wednesday 15 January 2025.

**Report**

9. The intention was for the Strategy and Finance Committee to consider the applications at its meeting on 29 January 2025. However, 17 applications were received and the committee had other business to consider. It was therefore agreed with the committee chairman and the mayor that an extraordinary Full Council would be held on 5 February 2025, specifically to consider the applications.
10. A list of the applications, including a summary of the purpose of the grant, the amount requested each year, the total project cost, and details of other funding received from the council is attached, **appendix 5A**.
11. The application forms are attached in alphabetical order, **appendices 5B to 5R**.
12. The application from TRIP Community Transport was received a day late. Members are asked to consider if this application should be accepted as it missed the deadline.
13. Officers have checked the applications and can confirm they all meet the criteria and all supporting documentation has been provided. The supporting documentation has not been included in this agenda due to the volume but is available on request.
14. All applicants have been invited to attend this meeting and invited to speak in the public forum. They will each be allowed an extended five minutes to make a representation, which may include a presentation on screen and members may ask questions.
15. If members have specific questions or would like further information about an application, they are encouraged to contact officers before the meeting so this information can be provided in advance.

Adrienne Mullins  
Support services manager  
January 2025



LYME REGIS TOWN COUNCIL  
TERM GRANT APPLICATION FORM 2025

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

- 1. Name of organisation B Sharp
- 2. Name of person submitting the application Ruth Cohen  
 Position held in organisation CEO/Artistic Director  
 Contact address St Michael's Business Centre  
Church Street  
Lyme Regis  
DT7 3DB  
 Telephone no. \_\_\_\_\_  
 Email ruthcohen@bsharp.org.uk  
 Website www.bsharp.org.uk

3. What are the main activities of the organisation?  
Formed in 2007, B Sharp is a registered charity based in Lyme Regis. We offer a broad and inclusive programme of music, participation, performance and development for children, young people and families in Lyme Regis and the surrounding area.

- We:
- Ensure access for young people of all backgrounds to making, performing, and developing music, through an inclusive and diverse programme
  - Develop opportunities for young people to build skills, confidence and self-esteem so they are empowered to take the next steps in music and in their lives
  - Build partnerships with local schools, community and wellbeing organisations to increase access to music opportunities
  - Advocate for the benefits of music making for young people

B Sharp aims to offer a range of opportunities, from Early Years to adulthood, so that children and young people can make music with B Sharp at any time and at any age as they grow up.

Our core activities are centred in Lyme Regis at The Hub for age 8-25, and at Library for age 0-3 and parents, with integrated outreach and satellite activities in surrounding towns, schools, arts, youth and mental health organisations demonstrating trust in and the value of our work.

Since 2007 we have worked with over 9750 children and young people. 49 young people have progressed through B Sharp firstly as participants, then as young music leaders, going on to HE courses in music and related disciplines and careers in music and the performing arts. 10 alumni have returned to work with B Sharp as Music Leaders.

BSharp alumni quote: *"I have found my friends through B Sharp and also my voice through music. Being a trainee with B Sharp was an immense help with my confidence and communications. I gained a lot of experience in music tech and performance with B Sharp, which gave me*

*confidence and inspired me to go on to study and get paid work in this field."*

We have a wide and varied programme including; early years music for local families and children aged 0 – 3 to combat social isolation, music clubs for children and teenagers, training and mentoring for older teenagers, holiday clubs, festivals and events, performances, one-to-one sessions with vulnerable young people, outreach sessions with community groups (mental health groups, disability support groups, youth clubs etc). More detail below:

**1. Regular Open Access Music Making:**

- **Children and Young People's music groups** - Hub Jams (age 11 – 25), Boombbox (age 8 – 13) – weekly, term times – to give all children and young people, including those that have never played an instrument before, the opportunity to make music, in a sociable, supportive environment. To develop musical skills, communication skills and confidence.
- **Music Together** – parent/child (age 0 – 3) music at Lyme Regis Library – Mondays (term time) – combatting postnatal social isolation for local new parents, helping new parents form a community and boost child and parent wellbeing.

**2. Community Events in Lyme Regis**

B Sharp creates its own events and festivals and works with local organisations to give young people performance opportunities and provide families with opportunities to get involved in music and enrich the local cultural experience for visitors and residents alike.

- B Sharp Busking Festival – with 250 participants and audience of parents, friends, local families and tourist visitors - 2000 pa
- Big Mix (when funding allows)
- Annual end of year B Sharp Performance – audience of 200
- Community events: eg. Anning Road fete, Fossil Festival, Uplyme fete, Lyme Regis Carnival, Welcome Café monthly meetings and Christmas Lunch, Little B's Boogie (family friendly gigs) at Marine Theatre, family music workshops at the Hub

**3. Young Music Leadership Training Programme.**

B Sharp has an established Young Music Leader trainee programme, with young people entering the scheme aged 15/16. Each Young Music Leader has an individual learning plan and receives mentoring and support to progress their interests and leadership skills. They work across all our programme strands and progress to become Music Leaders.

Young People develop leadership skills and gain experience as entrepreneurs, promoters, marketing and social media, technicians, producers and designers. Colleges, Universities and businesses are impressed with the broad 'real life' training and experience they gain. B Sharp is a pioneer of this training model and other youth organisations seek our advice in order to copy it.

9 young trainees are currently participating in our programme, 6 of whom live in Lyme Regis or attend/attended Woodroffe School.

**Trainee quote:**

*"I think I found B Sharp at a really crucial part of my life, and it's a bit scary to me to think about who I'd be now if I hadn't found them. If I hadn't started going to sessions and eventually become a Trainee, it would have been infinitely harder for me to achieve my goals and ambitions because I wouldn't have the confidence I have now. I also found that the support I got from the other members truly helped me to overcome the struggles I was facing, and every week I looked forward*

*to the sessions no matter how bad of a week I'd had. I'm incredibly grateful to B Sharp for all that they have helped me achieve and for their constant and unwavering support." Trainee*

**4. B Sharp House Band** – B Sharp band for hire, made up of young people who play at events, providing accessible live music, and opportunities for young people to present themselves positively to their communities, building community cohesion. In the last year the House Band performed at Anning Road Fete, Lyme Regis Carnival, in the summer Sunday performance slots on Marine Parade and at B Sharp's own Busking Festival.

#### **5. Early Years Pre-schools and settings**

- **B Sharp Early Years** - Music and movement for children aged 0 – 5 with local pre-schools including St Michael's School and Uplyme pre-school.
- **Musical Playtime** – Thursdays (term time) when funding allows – at Lyme Regis Children's Centre – for babies, toddlers and their families

We work with a number of Early Years pre-schools, providing music to build confidence, communication, co-ordination and develop children's innate musicality at the earliest opportunity. Our work also helps to build staff confidence to continue leading music within the settings, to ensure that early years children have access to regular music-making in the future.

#### **6. Developing Music and Singing Opportunities in Schools**

**Schools Programme** - Singing and instrumental group work in primary and secondary schools. Through partnerships with local authorities, arts and educational organisations (Dorset and Devon Music Education Hubs) and schools, we design and deliver a variety of music and singing programmes that would not be possible for schools to do on their own. In particular, we work with Woodroffe School and its Primary feeder schools such as St Michael's, Mrs Ethelston's. We also work regularly with students in Mountjoy Special School in Beaminster (attended by children and young people from Lyme Regis with SEN/D) providing specialist programmes of music making for disabled young people.

We work wider afield in Seaton, Shute, Axe Valley Community Primary, All Saints Primary, Colyton, Kilmington, St Mary's Bridport, Symondsburry, St Catharine's Bridport, Marshwood, St Mary's Thorncombe.

Through working with these schools, children and young people can experience something not normally on offer and we create pathways for them to join us in our other activities later on.

*Teacher quote: "at the Woodroffe School we truly value all of the work that we have undertaken with B Sharp. When workshops are provided in school, it's a wonderful opportunity for the students to interact with other "real" musicians, and also experience the hands-on practical approach to performance and song writing that a workshop atmosphere provides. It's also a fantastic opportunity for the students to see where music can take them in the future." Ms Webb, Head of Music, Woodroffe School*

#### **7. Work with vulnerable young people**

**One-to-one sessions and outreach sessions with partner organisations.**

We work with young people who struggle to take part in group music making (from Lyme Regis and the wider region) because of challenging circumstances (mental health, NEET (Not in Education, Employment or Training), disability, neurodiversity). Evaluation shows that music making with skilled, supportive music leaders can be transformative for young people's lives and futures.

Parent quote: "B Sharp has been X's safe space over the last year and has been really useful in

*helping him re-build his confidence after 2 very difficult years at school" (X is age 15 with ADHD/ASD)*

#### **8. Professional Workforce Development and Quality**

B Sharp employs professional Music Leaders who receive Continuous Professional Development, keeping up to date with national standards in areas such as safeguarding, and supporting young people with disabilities. We are increasingly working with young people who are managing high levels of anxiety, mental ill-health and who are neurodivergent. They come to us because of our inclusive, informed and skilled approach and because they find that music making helps them – their support needs can be complex. We make sure our staff are trained and confident working in these areas. We do this by inviting experienced professionals to come to Lyme and hold workshops, which are open to other professionals in the area, as well as taking staff to regional training opportunities, seminars and conferences.

Our professional standards are highly regarded e.g. Dorset Music Education Hub has commissioned B Sharp to train and mentor music leaders, and early years staff across Dorset.

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#### **4. What is funding required for?**

B Sharp's work is funded by grants from national and regional funders, local authority grants, by fees from participants, earned income from commissions, philanthropic giving, trusts and foundations and fundraising events and activities.

This term grant from LRTC is crucial to B Sharp in providing financial stability – as our only stable multi-year funding it underpins our finances. Without it we will face a funding shortfall, as well as finding other funding harder to secure.

(We have requested a small uplift due to cost-of-living increases, and increased activity)

LRTC support is key to enabling us to continue to unlock investment from other funders. Many funders look for evidence of local support. This funding from LRTC allows us to leverage our nationally recognised expertise, to bring in funding from national organisations into a rural area of the country, which funders tend not to prioritise, benefiting local children, young people and families.

A future LRTC funding agreement will support our organisation to continue and develop new programmes in response to young people's changing needs, as well as continue this leverage of other funding into the area. We work extremely hard to raise the funding necessary to run our programme, and use this funding responsibly and carefully, accounting for every penny.

Support from LRTC would enable us to continue to deliver our vibrant programme benefitting local children and young people, families and the wider community. In particular:

- Contribute to continuation of our Young Music Leadership programme –2/3 are from Lyme Regis or attend Woodroffe School (See Q3)
  - Contribute towards the Hub Jams and Boombox @ The Hub (See Q3)
  - Contribute towards MusicTogether @ The Library (See Q3)
  - Support towards core management, administration, monitoring and evaluation of our programme.
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5. **What are the objectives of the organisation and/or the project for which funding is required?**

Continuing B Sharp's core activities in Lyme Regis (other income sources support our work outside Lyme):

- Deliver regular weekly term time sessions for Hub Jams and Boombox @ The Hub.
- Deliver regular weekly term time sessions for babies, toddlers and parents @ The Library.
- Deliver Early Years sessions for Lyme Regis pre-schools, and workshops with schools.
- Training sessions for Young Music Leaders and Music Leaders
- Office/management work dedicated to Lyme Regis activities and strategic development – administration, partnership meetings with local organisations, local authorities, music education sector and youth organisations.
- Publicity and marketing work to publicise activities and outcomes.

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6. **What length of time is the funding required for (funding will not normally exceed five years)?**

5 Years from 2025 – 2030

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7. **How will the funding benefit the town, its residents and/or visitors?**

**Benefits to Lyme Regis**

- B Sharp helps make Lyme Regis a vibrant area to live and be, creating an inclusive cultural offer in a remote coastal area. We contribute to the town's vibrant calendar of events, as well as running our own Busking Festival – an established part of the town's annual activities.
- We foster community involvement by creating opportunities for volunteers to become involved in our events and festivals, in addition to tapping into the specialist knowledge of our Board volunteers.
- We add value to the work of local partners – The Library, Children's Centre, Marine Theatre, Jazz Jurassica, Lyme Regis Carnival – contributing to programming, and working in partnership to strengthen the offer for the local community.

**Benefits to Lyme's Families and Young People:**

- B Sharp is the only organisation in Lyme Regis that offers a safe environment for a diverse range of children and young people to come together and create and perform their own music supported by trained music leaders and dedicated pastoral support professionals. Research shows that a large majority of young people say music is important to them. However, their opportunities to access music making within state schools is decreasing. We have observed this within our catchment area where we have seen creative subjects, including music, squeezed out of the school curriculums. Fewer children in local schools are making music as part of the curriculum, or in school bands, clubs and choirs, as reducing school budgets mean that teachers have less capacity to support music activities. Fewer children also learn to play musical instruments through private lessons at home or at school. Therefore: "It's a very real and current danger that music is becoming something more for the privileged. It's becoming increasingly posh, if you like, to have the opportunity to make music." (Matt Griffiths, Youth Music).

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It is therefore of increasing importance for B Sharp to provide access to music for all local

children, both in the community and through working in partnership with local schools, so that all children can gain the benefits of taking part.

There is a wealth of published evidence and testimonies of young people, teachers and families connected to B Sharp showing that children and young people making music together builds confidence, social skills, increased engagement and achievement in schools, and improved mental health and wellbeing.

- We work hard to ensure that low-income is not a barrier to taking part, promoting our trust-based free and subsidised places widely. We promote these through schools, clubs and other partners, to try and ensure all young people, whatever their financial circumstances can benefit from taking part. We also provide free loan instruments to use at home if needed.
- We actively ensure we include children and young people in other challenging circumstances, for example disability, mental health issues, ADHD/ASD, dysregulated behaviour, that act as barriers to participation and assist them overcome these barriers in a welcoming environment. Our teams include pastoral support workers, so that young people with additional needs have the support they need to join in. In 2023-24, for example, 40% of our participants experienced challenging circumstances including low-income, mental health issues, disabilities, ill health or rural isolation.
- Our music sessions for children aged 0 – 3 and their parents at the Library (and Children’s Centre when funding allows) provide a welcoming, friendly space for local new parents to meet others, reduce social isolation and bond with their babies. Evaluation tells us that parents feel these sessions are a really important part of their week – reducing loneliness and helping them build a supportive community.
- The training, experience and attitude we offer prepares young people for further education, employment and training. Our individual mentoring supports older teenagers, including those who are vulnerable, to take the next steps in their lives.
- Young people are able to contribute towards the community by performing at local events and festivals. (See Q3 above for a list). This shows young people in a good light, strengthening the community and making young people feel welcome.

#### **Training, Skills and employment**

- Participants develop leadership skills through our training, and we support them to take on increasing responsibility, and develop their skills and ideas to support their future lives.
- We pay our trainees and staff, creating incomes that help sustain them and enable them to continue to live locally and use their musical talents to inspire the next generation.
- Through our work, both with pre-schools and schools, we bring Continuous Professional Development to teachers and EYFS staff in school settings reaching more children than we have direct contact with.

## Investment in Lyme Regis

- The funding we bring in from national funders is spent locally, investing in the local community (paying musicians, pastoral support workers, printers, designers, technicians, venues, printed press, photographers and stationary suppliers). The learning from our regional and national work is brought back into our work in Lyme Regis, raising the quality of the offer for young people.
- We are building a workforce and employ local people, including young people. Currently we pay 20 people, over half are aged between 18 – 30 years old. We provide employment in the creative sector in a part of world where these opportunities are limited. We currently employ:
  - CEO
  - Office Manager and Marketing/Bookkeeping
  - Project Coordinator
  - 12 Music Leaders
  - 3 Pastoral Support workers
  - 9 Trainee Young Music Leaders
- B Sharp is a major user of The Hub, helping to maintain its viability. We also use and support venues such as The Marine Theatre, St Michaels Church, The Library and The Driftwood.

This LRTC grant will help B Sharp deliver its 2025-2028 business plan (attached).

To hear stories from our young people visit <https://bsharp.org.uk/about-us/b-sharp-stories/>

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## 8. How will the objectives and benefits of the organisation and/or project be measured?

We have developed feedback mechanisms, including feedback forms, interviews and focus groups to collect evaluation from young participants, parents/carers, project partners, mentors and music leaders. We will ask young people to assess their own experience against our intended outcomes, and also ask for parent/carer, music leader, youth leader observations of the young people's experience against the outcomes.

We will also ask for more open feedback, so that we can capture any unintended benefits and changes through the work. We create a short evaluation report annually, laying out the positive changes that have taken place. We will also create case studies of individual young people, and their development through music-making.

We collect both quantitative and qualitative data about our work.

Quantitative:

- Log of number of music making and training sessions, number of participants, and participant demographics.
- Log of board and partner meetings.
- Financial record on income and expenditure.

Qualitative

- Self-assessment questionnaires for participants regarding their progress.
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- Music Leaders' observations of young people's progress.
- Parents/partners' observations of young people's progress.
- Testimonials and quotes from stakeholders.
- Case studies.

Summary example of a case study:

*L is aged 16, and experiences mental health issues. She attends a young people's mental health support group.*

*B Sharp Music Leader D, worked with the group over several sessions, and then L took part in 1-to-1 sessions with him. D said: "When I first met L [at the support group], she looked very closed off. She did come with a guitar, but she was gripping it like there was no tomorrow. She had her head down and she was very withdrawn ... when she thought no one was listening, she did play her guitar. And when she played her guitar – she just shone. The Support Workers were surprised, because they hadn't seen this before. She is usually extremely quiet and doesn't really speak in sessions"*

*L has really enjoyed the one-to-one sessions, and feels she has learnt a lot musically. She has also feels that learning to do difficult things has made her feel proud of herself and improved her self-esteem, which has improved her wellbeing. She identifies that the sessions have helped her improve her confidence, not just in the sessions but in the rest of her life as well and that this has given her confidence to step into new situations, and do new things outside of sessions - she's now in two bands at school.*

*She's also felt encouraged to continue her musical learning, and she now has guitar lessons at home. D says: "She is absolutely in love with music, and so creative. She has books and books of handwritten lyrics, and all the chords, and she has worked it all out by ear – she's really inspiring. The change from where she was at the beginning to now is absolutely staggering. I have seen her transformed. I think music, and B Sharp's careful way of working with her, has massively helped her."*

9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project

The following grants have been confirmed. Many are ring fenced for specific pieces of work. We will seek further grants over the 5-year period.

- Youth Music – a major source of our funding 2024-2027 (and it the main funder for our regular weekly groups in Lyme Regis, and our Trainee Music Leader Programme)
- Dorset Community Foundation – Mental Health and Wellbeing Fund
- West Dorset Local Area Group – support for 1-to-1 sessions for vulnerable young people
- Dorset Council – Leisure Development Fund for *MusicFutures* careers development programme
- Dorset Music Education Hub
- Devon Music Education Hub
- Contributions from Early Years centres and schools
- Lyme Regis Splash donation
- Lyme Regis Regatta and Carnival donation
- Subscription fees by participants. NB Free or subsidised for those in need.

The following grants have been submitted and are awaiting result

- Arts Council England Project Grant
- Britford Bridge Trust
- Devon Community Foundation
- The Fore Foundation

The following are projected income sources

- Commissioned services (eg. Delivery of music making for schools, youth clubs, events etc across Dorset)
- Philanthropic donations
- B Sharp House Band hire
- Donations and ticketing at events
- Bar and raffle at events

10. How will you inform others the organisation has received funding from the council?

- LRTC Logo on all our publicity material – print and online
- Recognition and logo on our website
- Thanks in our annual report and accounts submitted to the Charity Commission
- Local press releases
- Thanks on our social media platforms
- Applications, meetings and reports to other funders and partners

11. Total anticipated cost of project or annual running costs

£ £120000

12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required?

£ £7,000 in year 1  
(2025/26)  
£7,000 in year 2  
(2026/27)  
£7,000 in year 3  
(2027/28)  
£7,000 in year 4  
(2028/29)  
£7,000 in year 5  
(2029/30)

13. Please tick to show you have enclosed information that covers the following required information:

- a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure
- b) Bank references
- c) Audited accounts for the previous financial year
- d) Registration documentation

X
X
X
X

14. Please tick if any other supporting information has been attached and specify the type of documentation:

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The application form must be signed by **two** of the organisation's officers

Signature		Signature	
Name (Print)	<u><b>Julie Sheppard</b></u>	Name (Print)	<u><b>Ruth Cohen</b></u>
Position held	<u><b>Chair of Trustees</b></u>	Position held	<u><b>CEO/Artistic Director</b></u>
Date	<u><b>13th January 2025</b></u>	Date	<u><b>13<sup>th</sup> January 2025</b></u>

#### Notes to applicants

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.
3. Applications should be emailed to **Adrianne Mullins** [adrianne.mullins@lymeregistowncouncil.gov.uk](mailto:adrianne.mullins@lymeregistowncouncil.gov.uk)
4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.



**LYME REGIS TOWN COUNCIL**  
**TERM GRANT APPLICATION FORM 2025**

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

Name of organisation:  
Bridport and District  
Citizens Advice

- 1. Bureau \_\_\_\_\_
- 2. Name of person submitting the application Rovarn Wickremasinghe  
 Position held in organisation Chief Officer  
 Contact address 45 South Street  
Bridport  
Dorset  
DT6 3NY  
 Telephone no. 01308 456769  
 Email rovam@bridport-cab.org.uk  
 Website www.bridportca.org.uk

3. What are the main activities of the organisation?

We provide information advice and guidance to people both locally in the main towns of Lyme Regis, Bridport and Beaminster and outlying rural areas. We also provide telephone advice across the wider Dorset Council area via the Dorset Adviceline telephone service which we staff with the other Dorset Citizens Advice offices.

We work collaboratively under the umbrella of Citizens Advice in Dorset. Advice is free, independent, impartial, confidential and open to all. We value diversity and challenge discrimination. Our clients present with multiple, complex and varied issues often needing several interventions. Over half report a disability or long-term health problem.

Our most common enquiry areas are benefits, debt, employment, housing, energy and relationship issues. We are seeing increased need for crisis support, requiring income maximisation work, foodbank referrals, discretionary grant applications and money advice. We have specialist services providing expert help on benefits, debt and energy advice.

We help people understand their rights and entitlements, dispute adverse decisions and provide representation at social security tribunals. We undertake debt casework and provide a debt relief order Intermediary service. We are a volunteer led organisation with over 50 volunteers drawn from the local area supported by a small team of paid staff.

4. What is funding required for?

Assumptions: we have office space provided by the Town Council. The space can accommodate two staff running concurrent advice interviews and lone workers can work safely there if necessary.

To support the costs of:

- Providing an expanded weekly face-to-face outreach service located in Lyme Regis, to be supplied by 1 paid member of staff and 1 volunteer, 1 day per week.

This would enable us to offer a drop in and appointment system at the outreach which would improve access and service availability.

- The funding will cover volunteer training costs, supervision/management and admin costs as well as paid staff adviser time supporting the outreach.
- Support with the costs of providing advice services to Lyme residents who access our advice through multiple channels at our main office in Bridport – by telephone and email or in person.
- Publicity and comms costs
- We are also asking the Council whether they would also to consider funding an *optional* enhanced community outreach model with the focus on providing a home visiting service or community outreach, if required, half a day per week to expand the advice provision in Lyme Regis.

5. What are the objectives of the organisation and/or the project for which funding is required?

Our charitable objectives are to promote any charitable purpose for the public benefit by the advancement of education, the protection and preservation of health and the relief of poverty, sickness and distress.

The aims of the organisation are to provide advice to help people move forward with the problems they face and to exercise a responsible influence on the policies that affect their lives.

Specifically, we will provide advice information and guidance to residents in the Lyme area on a range of enquiry areas mentioned at 3) above. The outreach project aims to ensure that advice is more accessible to residents in Lyme Regis who need in person advice.

The optional home visiting/community outreach facility will also allow us to reach residents who may be unable to access our in-person service due to health problems or transport options.

6. What length of time is the funding required for (funding will not normally exceed five years)?

5 years

7. How will the funding benefit the town, its residents and/or visitors?

In the 2024 calendar year we assisted 96 'unique' clients in the Lyme Parish area. Each unique clients may need several contacts to resolve their problems.

We have attached a key statistics report for this geographical area. Note, that the breakdown by channel shows the total activities (separate pieces of work) on behalf of each client including repeat contacts. So, for example, we managed 179 in person activities in that year for Lyme Parish residents. We had 61 client contacts in 2024 at the

outreach, which includes any repeat visits.

We helped these 96 unique clients achieve annualised income gains of £111,627. This predominantly consisted of additional benefits identified and claimed, or awarded following a dispute or appeal. The top benefit issue involved advice on disability benefit (PIP) claims. Success with these claims helps residents better manage the associated cost of their disability and assists with independent living.

Financial gains for residents will have a multiplier effect in the local economy while volunteering opportunities at Citizens Advice can improve skills, employability and well-being.

We provide debt advice and helped parish residents with £30,521 in debt write-offs, and improved financial well-being and capability. The £13,290 outcome in 'reimbursements' includes the assessed value of foodbank referrals and cost of food provision.

As part of the Citizens Advice in Dorset Network we can also provide energy advice sessions and events which can benefit residents. Residents will also have access to specialist benefit and debt advice.

We undertake regular user experience surveys. Around three quarters of clients report improvements to mental health following advice.

8. How will the objectives and benefits of the organisation and/or project be measured?

6 monthly or quarterly reports as required covering:

Number of clients helped and issues presented

Client profile information

Breakdown of type issues that residents contact us about

Outcomes relating to financial gains achieved for clients

Service feedback

An example of the reporting format is included with this application, which we can now tailor to cover parish areas (previous reporting has covered the Lyme Ward area - we assisted 136 residents in the Lyme Ward area in 2024).

9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project

In 2024-25 financial year:

Dorset Council main Information Advice and Guidance contract £68,000  
 Towns and Parishes grants/donations £19,500 (forecast)  
 Dorset Council Cost of Living and Income Maximisation grants £25,798  
 Dorset Community Foundation grant (for debt casework) £8000  
 SGN grant (energy debt advice) £7397  
 National Citizens Advice grant (energy efficiency advice) £26,800  
 Mencap grant (benefits and financial) advice £2055

Henry Smith grant (specialist benefits advice) £59,400  
 National Lottery and Wessex Water grants (for trainee adviser post) £24,000  
 Hall and Woodhouse donation toward volunteer expenses £1000  
 Wessex Water debt advice and assistance schemes: £1000  
 Donations/unrestricted income (end Dec 24) £16,929

10. How will you inform others the organisation has received funding from the council?

Website – news item and Town Council logo displayed on home page with supporters

Annual Report and accounts

Press release if appropriate

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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11. Total anticipated cost of project or annual running costs £ 13,500 or 17,570 with enhanced service option

12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required? £ 13,500 or 17,570 with enhanced service option

13. Please tick to show you have enclosed information that covers the following required information:

- a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure
- b) Bank references
- c) Audited accounts for the previous financial year
- d) Registration documentation

14. Please tick if any other supporting information has been attached and specify the type of documentation: **Project Budget**

The application form must be signed by **two** of the organisation's officers

Signature		Signature	
Name (Print)	DOVON WICKHAM B.N.H.E	Name (Print)	MARTIN WOOD
Position held	CHIEF OFFICER	Position held	DEPUTY MANAGER
Date	14.1.2025	Date	14/01/2025

### Notes to applicants

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.
3. Applications should be emailed to Adrienne Mullins [adrienne.mullins@lymerregistowncouncil.gov.uk](mailto:adrienne.mullins@lymerregistowncouncil.gov.uk)
4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.

## LYME REGIS TOWN COUNCIL

### TERM GRANT APPLICATION FORM 2025



**PLEASE NOTE: Read the accompanying guidelines before completing this form**

**1. Name of organisation:** Lyme Regis Development Trust

**2. Name of person submitting the application:** David Tucker

**Position held in organisation:** CEO

**Contact address** The Hub, Church Street, Lyme Regis DT7 3BS

**Telephone no.** 01297 445021 Mobile

**Email** ceo@lymeregismuseum.co.uk

**Website** www.lrdt.co.uk

**3. What are the main activities of the organisation?**

Lyme Regis Development Trust (The Hub) is in its 26<sup>th</sup> year delivering benefits to the people of Lyme. Our Charity exists to 'combat poverty and disadvantage in Lyme' and over the last quarter of a century we have altered our activities to meet changing societal need and the changing funding environment. Our activities are many. We operate:

- The Seaside Store, a social supermarket run by our volunteers providing discounted and free food for local people
- Welcome Café, a monthly club providing free activities, friendship and cake and tea for a range of older and isolated people in Lyme, including people experiencing dementia and their carers
- Lyme Regis Youth Academy (to which this funding bid refers) delivering a traditional youth club for young people and our Arts Club, providing activity for younger children
- The Old School House Community Café, our community café operated by professional staff and volunteers, providing warmth and good food at a decent price for all
- The Dot Wood Workshop engaging local people in craft activity
- Wednesday Art Club, providing activities for local people

We are also:

- Home of Lyme Bay Radio (an independent CIC)
- We provide the main activity space for B Sharp, Lyme's young people's musical charity
- We significantly contribute to the health of older people in Lyme as the home of the Use it Or Lose It exercise club, the U3A Badminton Club and the Pickleball Club
- Home of Lyme Regis Kickboxing
- Home of the Hub Toddler Group

#### **4. What is funding required for?**

Originally constructed in the 1920s, The Hub has always been the home of Lyme Regis Youth Club. As the current guardian of this long term Lyme tradition we seek five years funding to ensure that we may continue to deliver this traditional youth provision to this, and future generations of Lyme young people. Whilst youth provision across Dorset contracts and becomes increasingly fragmented, we are committed to maintaining our service. We believe that the young people of Lyme deserve the same service that their parents and in some cases, grandparents benefitted from in the previous century.

#### **5. What are the objectives of the organisation and/or the project for which funding is required?**

The objectives of this project (our Youth Club) are simple:

1. We seek to continue to provide a safe haven for local young people, where they can enjoy physical activity, meet their friends, play games and be supported and guided by our 2 experienced Youth Workers.
2. We seek to preserve the Youth Club as a key part of Lyme Regis life, supporting continuity and social cohesion, in an age families and charities face the most difficult circumstances in several decades.

#### **6. What length of time is the funding required for (funding will not normally exceed five years)?**

**Five Years**

#### **7. How will the funding benefit the town, its residents and/or visitors?**

Funding will benefit Lyme Regis, its residents and visitors by:

1. Continuing to provide the young people of Lyme with a safe, warm space providing physical activity, friendship and guidance from qualified youth workers
2. Evidence demonstrates that young people who attend youth clubs are less likely to truant, become involved in alcohol or illegal substances and are more likely to be attend university or be involved in learn after the age of 18.

The February 2024 Department of Media, Culture and Sport Longitudinal study of youth club provision demonstrated that as a consequence of reductions in funding over the last 15 years, youth provision has been better maintained in areas where parents are affluent.

Our Youth Club, through the actions of our experienced Youth Workers constantly aspires to challenge this unfortunate trend. Our traditional approach has ensured that by word of mouth and our ongoing engagement that we continue to work with young people whose lives are disproportionately improved by the 'apparently simple' provision a warm, safe and supported space.

As funding from larger statutory organisations has reduced it is our charity's ongoing relationship with Lyme Regis Town Council that has guaranteed the continuation of this vital Lyme service.

### **8. How will the objectives and benefits of the organisation and/or project be measured?**

Our staffing limitations means that our abilities to measure benefits are limited: we neither have the time, skills nor resources to map (say) rates of anti-social behaviour or beneficial outcomes of the young people who benefit from our actions.

With our very limited resource base (and the cost and complexity of extending our services) we concentrate on using numbers of attendees as our key metric. Noting that this data is in itself flawed: it is the nature of a small town that attendance will fluctuate for a variety of reasons.

### **9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project**

Our charity is able to apply for limited funding (usually in the region of £2,000 to £3,000) a year from Dorset Council. This is most welcome, but comes nowhere near covering our operating costs. Dorset Council Youth Service lacks the resources to make any other type of useful intervention.

### **10. How will you inform others the organisation has received funding from the council?**

We will continue to do that which we do now and ensure that our website and publicity materials acknowledge the support of Lyme Regis Town Council – who we see as our key local partner.

### **11. Total anticipated cost of project or annual running costs**

**£34,580**

Consisting of:

5 years fees for 2 Qualified Youth Workers (at £15.00 an hour for 34 weeks per year) compounded at a 3% increase per year £16,000

Administration, liaising with funding bodies, managing payroll £1,500 a year compounded at a 3% increase per year £7,960

Heating, insurance and maintenance of The Hub whilst used by Youth Club £1,000 a year compounded at 3% per year £5,310

Rental cost of The Hub Hall and kitchen at a discounted rate whilst used by the Youth Club £1000 per year, compounded by 3% per year £5,310

### **12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required?**

**£33,000 over 5 years, £6,600 per year.**

**Please note:** Our charity has decided to continue to operate at a deficit to run our existing services supporting the community. We are not in a position to increase our annual deficit to pick up new costs related to the Youth Club .

We have no evidence that occasional grants (for which we need to compete) from Dorset Council will do anything other than continue to decline

**13. Please tick to show you have enclosed information that covers the following ATTACHED**

required information:

a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure

b) Bank references **Charity Aid Foundation Sort Code 40-52-40, account 00094614**

c) Audited accounts for the previous financial year

**d) Registration documentation Charity Reference 1075743 (attached audited accounts taken from Charity Commission website, where they are accessible to all)**

**14. Please tick if any other supporting information has been attached and specify the type of documentation:**

**The application form must be signed by two of the organisation's officers.**

Signature

Signature

Name (Print) David Tucker

Name (Print) Malcolm Taylor

Position held CEO

Position held Chairman

Date 08.01.2025

3. Applications should be emailed to Adrienne Mullins [adrienne.mullins@lymeregistowncouncil.gov.uk](mailto:adrienne.mullins@lymeregistowncouncil.gov.uk)

4. Applications must be received by noon on Wednesday 15 January 2025. All applications will be acknowledged.

5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.



**LYME REGIS TOWN COUNCIL**  
**TERM GRANT APPLICATION FORM 2025**

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

1. Name of organisation Lyme Regis Boat Building Academy.....
  
2. Name of person submitting the application Will Reed.....  
 Position held in organisation Director.....  
 Contact address Lyme Regis Boat Building Academy, Monmouth Beach, Lyme Regis  
DT7 3JN  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone no. 01297 445545  
 Email [will.reed@boatbuildingacademy.com](mailto:will.reed@boatbuildingacademy.com)  
 Website [boatbuildingacadmy.com](http://boatbuildingacadmy.com)

**3. What are the main activities of the organisation?**

The Lyme Regis Boat Building Academy is a national and internationally recognised Centre of Excellence in its field and since its inception in 1997, has trained over 2500 people on both the practical and intensive 40-week, modern and traditional boat building course, as well as the 12 week furniture making course and a wide range of short courses from 1-days to 6-weeks, as well as Taster Days for Woodroffe and other students. The full range of courses offered can be seen on the BBA's website. The BBA is a Registered Charity- Number 1187235.

Charity Commission website link:

[https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5135454#:~:text=The%20Boat%20Building%20Academy%20\(BBA,beach%20in%20Lyme%20Regis%2C%20Dorset.](https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5135454#:~:text=The%20Boat%20Building%20Academy%20(BBA,beach%20in%20Lyme%20Regis%2C%20Dorset.)

Many of the students leaving the Academy enter good quality employment within boat building, furniture making and other associated businesses. A number of former students have returned after working in the industry, to live and teach at the Academy, including the Director.

It should be noted that following the closure of the only other similar boat building training establishment in Lowestoft in December 2024, the BBA at Lyme Regis is now in a unique position in the UK and its continued presence and success will continue to help raise the profile and status of Lyme Regis. The BBA attends the Southampton Boat Show, Heritage Boat Shows and exhibitions across the country, showcasing both the BBA and the town, with the potential to enhance this role in the future, as outlined below.

**4. What is funding required for?**

Funding is required for the following activities:

- To continue to provide bursaries for disadvantaged young people keen to benefit from training on our 40 week boat building course or the 12 week furniture course with a strong focus on providing support and bursaries for those from Lyme Regis and the immediate environs.
- To help fund the successful Taster Days that students from Woodroffe School have enjoyed and benefited from over the past 2 years, with over 25 students per annum taking part.

- 
- Providing grants or bursaries of up to 100% if the need was demonstrated, for any Woodroffe students who wished to go on to further training, via either the short or longer courses, providing them with a locally based training opportunity that would not otherwise be available. This will lead to a recognised City & Guilds qualification and a fulfilling career in the boat building furniture or associated industries, where there is strong demand for well-trained people.
  - Continuing to fund and support the attendance of students from Woodroffe at a series of one day woodworking training sessions at the BBA over a period of weeks, for students identified by the Headteacher. This programme is specifically targeted at students who find traditional classroom teaching more of a challenge. It was successfully implemented in 2024 with good outcomes and there is demand from the school to repeat this initiative every year, but the programme does require a significant commitment by the BBA, in terms of staff time, materials and overhead costs.
  - Extending the Taster Day concept to invite local Lyme Regis adults to have a 'BBA Experience', with any LRTC grant enabling this to be provided at no cost. This will promote and integrate the work of the BBA in the local community in a very positive manner. It will also encourage some to then participate in short courses and potentially one of the long courses, for both their own and the BBA's benefit.
  - Funding from the Town Council would therefore provide the financial security to enable these initiatives to be continued and developed over the next 5 years.
  - In addition, the funding would help provide the following projects:
  - Helping to provide improved signing and enhanced, professionally designed, visual/graphic based information about the BBA and its courses, in the foyer of the BBA for the benefit of visitors resulting in an improved and welcoming environment. This will encourage greater viewing into the workshop, with potential for new highly glazed 'kiosk' to be provided, extending into the workshop itself to add to the visitor experience. *[Due to Health & Safety constraints it is not feasible to allow uncontrolled access to the workshop itself.]*
  - Subject to funds being available, bespoke guided tours for small groups of local people and visitors to Lyme would be provided at certain appropriate times, thereby providing a more in depth tour of the BBA and its workshops to see boat building and associated work in more detail and providing an opportunity to engage directly with tutors and students.
  - Like many workplaces and practices which involve physical activity and potentially dangerous machinery, it can be difficult to be fully inclusive of those with such disabilities or access constraints. Work has already been progressed to address this factor and the BBA was finalist/runner up for the Dorset Chamber of Commerce Awards for Diversity and Inclusivity in 2024.

Further plans are therefore in place to address this issue, initially with the aim of appointing specialist advisers to undertake an 'Access Audit' of the building and the courses. This will examine all potential barriers to access for people with a range of limitations, including those hard of hearing and eyesight and other challenges and to develop an Access Action Plan for changes, adaptations and improvements, as identified in the audit.

If this bid is approved part of the funding could therefore assist with this project, so is part of this overall submission for funding support and would be most welcome.

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5. **What are the objectives of the organisation and/or the project for which funding is required?**

**The BBA's mission statement is as follows:**

*"To teach men and women to build boats and design and make furniture of the highest quality to accepted industry standards using traditional and modern methods and materials, thus enabling our students to fully realise their potential".*

**The charity objects are:**

- a. *To advance the education of the public in the art, craft and science of boat building, fine woodworking and related skills;*
- b. *To educate young people through the provision of sailing or sailing related activities and other training to develop their physical, mental and social capabilities.*

The projects for which the funding is required and explained above in detail in Section 4. There is a continuing good enquiry interest in our courses at the BBA with student intakes and the availability of bursary funding has helped ensure that student numbers on all courses have remained satisfactory. Student numbers have also improved through our improvements made to our website and our interaction with social media.

The last course fee increases were in September 2023. The fees currently stand as follows:

40-week boat building - £18,450

12-week Furniture - £7,150

5-day short courses - £750 - £850

There in addition, accommodation and living costs for students.

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6. **What length of time is the funding required for (funding will not normally exceed five years)?**

The provision of bursaries for courses has been underway in earnest for the past 3 years, as a result of the BBA's own fundraising efforts activities. This has resulted in students who could not afford the fees to be granted bursaries and so being able to benefit from the training, with some testimonials set out below in Section 7 and in more detail in the supplementary document accompanying this bid.

Importantly, it has also helped ensure the strengthening of the BBA, in what have been difficult economic times, due Covid and other international issues, which has made recruitment of students more challenging. The need for bursary funding and support for local people in the community will continue into the future.

As result funding for the next 5 years is requested.

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7. **How will the funding benefit the town, its residents and/or visitors?**

The additional funding for the BBA over the next five years will assist in the following ways:

- Maintaining the strengthening the BBA as a key employee in the town and a unique asset to Lyme Regis, by retaining the heritage boat building tradition of the town.
- Retaining the high quality employment at the site, with the economic benefits associated with over 20 full and part time staff, as well as over 200 students local expenditure in the town's economy on goods, services and accommodation, every year.
- Help ensure that bursaries are available for local young people, whether Woodroffe students or others, to benefit from Taster Days and the locally based, longer term training available, leading to beneficial qualifications and employment.
- Broadening out the Taster Day concept, so that adults can also benefit from a BBA experience at no cost.
- Enhancing the 'informal visitor attraction' for Lyme Regis, with very many coming to

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view the boat building activities already but expanding this through the enhanced visitor experience as explained in Section 4 above. This will make the experience much better by providing improved information and viewing opportunities and guided tours, which will significantly enhance the experience for visitors and also provide an opportunity for the BBA to promote its courses more proactively.

- Subject to the outcome of the proposed Access Audit, there is potential for the BBA to provide access to training for local people and all, who may have a range of disabilities, in the future.
- The BBA is also committed to working more closely with the Town Council and other organisations involved with the Lyme Regis Culture & Heritage Group – Town Mill , Museum & Theatre etc. by promoting the town more actively at the external events exhibitions and shows that the BBA attends across the country. This can be by providing promotion materials as required, and via a rolling photographic presentation of the town and all organisation's activities on the BBA's exhibition stand. This will therefore be benefit for the town overall

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**8. How will the objectives and benefits of the organisation and/or project be measured?**

These will be measured in the following ways:

- Records of the number of students attending courses with the benefit of financial support, whether this be individual students on the main courses, with the benefit of a bursary or groups of students or adults attending Taster Days.
- Testimonials from bursary students and other attending courses to demonstrate their appreciation and value.
- Schedules of employment take-up by bursary students to demonstrate the success of their attendance which would not otherwise have been available without a bursary. In some cases even a modest amount of bursary funds can tip the scales and enable a student to attend one of the 40/12 week courses. Many do work for months or years to raise the required funds, with the bursary providing the final top-up to enable their attendance, which can have life-changing consequences.
- Just a summary of some recent testimonials from bursary students are as follows and which speak for themselves:

*"I would never have been able to even consider doing this without a bursary. It's a chance to make a lifestyle change that I would never have had and I'm so grateful." ..*

*"When I learned I'd been successful I was absolutely stunned," .....*

*Thank you all for your generosity making my attendance at the Academy possible with a bursary." .....*

*"Without the bursary I would not have been able to join when I did." .....*

*"Thank you for your generosity making my attendance at the Academy possible." .....*

*"Please pass on my deepest thanks to the donors of my bursary for making this path accessible to me. Their generosity is really appreciated."*

- Likewise, some feedback for the Woodroffe Taster Days is as follows .....

*"I really enjoyed the tour and being able to have a look around.. It was really fun doing the mallet and it was so satisfying taking something home that I had made". .....*

*"At the start the chiseling was tricky but I quickly got the hang of it and was really pleased with how it turned out. I gave my mallet to my Dad and he was so pleased." .....*

*"I found seeing how they make boats fascinating and it was great to see the construction of them when they were stripped down. Making the mallet was really good to practice my chiseling skills. I will be taking my mallet on scouts camp with me....."*

*"The BBA was really fun. It was nice to have a day doing something different and a great opportunity to see what the future could look like. I really enjoyed making the mallet."*

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9. **Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project**

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The BBA has been fundraising for bursaries over recent years by submitting bids to grant giving Charitable Trusts and Foundations. This has resulted in some success, which has kept the bursary project going, but inevitably the sum raised reduces as bursaries are granted. However, the demand and need continues every year and so the fundraising is a continual process. Most recently, funding has been secured from the Dorset based Cooper Dean Foundation - £10,000; DCR Allen Trust - £10,000, H&M Trust - £5000, with a number of other bids submitted and results awaited. We are hopeful that the Dorset based Valentine Trust will assist again this coming year, as they have done over the past 2 years. We have a supporter who undertakes this fundraising work for us, who also has a BBA fundraising **LinkedIn** profile and presence, targeted specifically at philanthropists and associated charitable funding organisations, although this initiative has yet to provide any financial benefit.

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10. **How will you inform others the organisation has received funding from the council? This will be delivered as follows:**

If this proposal is positively received and subject to agreement, we are able to offer the following benefits to the Town Council, as a funding partner:

- **Communication** - Regular communication and updates of progress with each cohort undertaking training courses.
  - **Tours & Visits to BBA** – Further invitations to Councillors and staff to visit the BBA again – that invitation is of course open at any time, if you would like to take up the opportunity.
  - **Event Invitations** – Invitations to all Councilors and staff to the twice-yearly boat launching events, which are usually attended by the Mayor and are a great spectacle and very much a popular community event. Invitations are also extended to the regular furniture exhibitions held at the end of each course and to Open Days each April.
  - **Recognition in Publications:** Acknowledgement in the BBA's annual report, newsletters, and other printed materials of the Town Council's support.
  - **On site and Online Acknowledgement** - Display of posters of funders at the BBA. Promotion of the grant making by the organisation on our Website, Facebook and Instagram pages.
-

- **Press Releases:** Mention of the Council in press releases for local and national media, including appropriate maritime and heritage related press, local radio, TV and via press releases and interviews.
- **Student Letters** - Requiring students benefiting from a bursary to submit letters illustrated with photographs on their progress, coordinated by the BBA.
- **Video clips** of the students' work and progress as the course developed, so that it formed a 'video diary' that would be posted and updated on our social media.
- **Impact Reports & Updates:** Interim and Annual reports on the impact of the Council's donations, including testimonials and statistics.

11. **Total anticipated cost of project or annual running costs**

Existing recent contributions of £25,000 received to date plus any  
~~other received and LRTC funds if approved of ....~~ £15,000 per annum contribution...

12. **Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required?**

£15,000 pa  
 over 5 years  
 = £75,000 in  
 Total

13. **Please tick to show you have enclosed information that covers the following required information:**

- a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure \*
- b) Bank references \*
- c) Audited accounts for the previous financial year \*
- d) Registration documentation \*

*
*
*
*

14. **Please tick if any other supporting information has been attached and specify the type of documentation:**

In addition to the above documents  
 PDF Document of Photographs, Students' Training Outcomes, Jobs Secured  
 and Full Testimonials

*
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\*

The application form must be signed by **two** of the organisation's officers.

Signature



Signature



Name  
(Print)

Will Reed

Name  
(Print)

Jon Lloyd-Davies

Position  
held

Director BBA

Position BBA Trustee & Joint  
Chair  
held

Date

13 January 2025

Date

13 January 2025

#### Notes to applicants

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.
3. Applications should be emailed to Adrienne Mullins [adrienne.mullins@lymerregistowncouncil.gov.uk](mailto:adrienne.mullins@lymerregistowncouncil.gov.uk)
4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.

**TERM GRANT APPLICATION FORM 2025  
LYME REGIS TOWN COUNCIL**

**1. Name of Organisation**

LymeArts Community Trust Ltd (Marine Theatre)

**2. Name of the person submitting the application**

Gabrielle Rabbitts

**Position held in organisation**

Director

**Contact Address**

Marine Theatre, Church Street, Lyme Regis Dorset DT7 3QB

**Telephone Number**

01297 442 394 ,

**Email**

[director@marinetheatre.com](mailto:director@marinetheatre.com)

**Website**

[www.marinetheatre.com](http://www.marinetheatre.com)

**3. What are the main activities of the organisation?**

The Marine Theatre offers a broad year-round programme of over 200 shows and events annually, including theatre, music, comedy and cinema. It also plays a key role in the town's many festivals and community events. The Marine Theatre Academy is the community engagement arm of the theatre, offering a variety of creative activities all year around to include the Youth Theatre, Community Play and our Senior Creatives programme. The theatre actively promotes local groups and societies and provides space and resources to support local amateur companies.

**4. What is the funding required for?**

The theatre has worked hard to develop a successful commercial programme to generate enough income to cover staff salaries, running costs and overheads, making the theatre financially stable and self-reliant. It has also built reserves as recommended by the Charities Commission, to cover running costs for six months as emergency planning.

Whilst the theatre is financially stable, it does not yet have enough income to cover the costs of the community engagement programmes. To ensure as many local people can access the activities, most of the sessions are either free or

very low cost. The provision of community programmes are a vital part of the mission of the theatre and this funding enables this to be provided.

The previous term grant from LRTC allowed the theatre to offer the community a range of activities to include all age groups. These sessions have become an important part of the theatre's commitment to be open to all and support the town's well-being.

With the local take-up well exceeding expectations, we have needed to increase the provision to support the communities growing needs. For example, we opened the Youth Theatre with 25 places available, we now have over 80 young people attend classes every week. Our Senior Creatives sessions have an attendance of around 60 older people every month. To increase the offer and cover the shortfall we managed to obtain additional funding from other bodies. Having the security of the term grant from LRTC played a significant part in securing the additional grants.

The term grant from LRTC would continue to provide revenue funding purely to support the community engagement sessions that are not covered by the theatre's commercial income.

### **Community Engagement Programme**

#### **Marine Youth Theatre (3yrs - 18yrs)**

The Marine Youth theatre provides an environment of playful creativity; allowing young people to experiment with different techniques, genres and art forms. The subscriptions charged only cover the salary of the tutors.

Children work alongside our experienced tutors and other young people to develop their creativity and performance skills, explore themes and devise new theatre to share with friends, family and the public. Sessions are fun, welcoming and inclusive. They support the personal development of young people by improving confidence, social and communication skills.

We believe that all children should be given the opportunity to train and perform without the barrier of cost and working with the LRTC bursary scheme, we are able to offer free places to those that need them.

We currently have over 80 children attending weekly sessions the Marine Youth Academy:

**Marine Youth Theatre:**  
Pre-school (3-6yrs)  
Lower Juniors (7-9yrs)  
Upper Juniors (10-12yrs)

Musical Theatre (7-18yrs)

Dance (7-18yrs)

Performing Arts: Seniors (13-18yrs)

Two hours of acting plus singing and specialist workshops

**DJ Workshops (14-18yrs) - free of charge**

Monthly DJ workshops with tutoring from professional DJs. Young people get the opportunity to use the theatre's sound system and potentially warm-up for acts. Free of charge.

**Youth Technical Theatre Course - free of charge**

A very popular course which has seen local young people go on to study technical theatre at university. The course is for teenagers to learn skills in theatre lighting and sound.

**Screen Acting & Film Making**

An introduction to filmmaking and the techniques of screen acting led by West End actor Billy Geraghty. The course ends with a public screening and an audition film to use for auditions.

**Mountjoy School & Woodroffe School Workshop - free of charge**

An annual workshop for children from Year 9 at Woodroffe to team up with children from Mountjoy School for a day of drama and fun. Many of the young people from Mountjoy are severely disabled and the day of drama breaks down barriers and encourages inclusivity through drama.

**Senior Creatives - free of charge**

Monthly daytime sessions in singing and dance to encourage inclusivity, creativity and joyful expression amongst older people in Lyme Regis. Sessions are incredibly popular and often have around 60 older people taking part. All sessions are free of charge and offer complimentary tea and cake.

**Community Play - free of charge**

The community play takes place every other year and is a large-scale town project. Approximately 100 local people take part aged from 4 - 95yrs! Proud to be a Lyme Regis production, the writer, director, costumes, cast, musicians are all local people.

**Play-Reading Group - free of charge**

A monthly meeting of mainly older people with an interest in plays. Many participants have acted in local societies such as the Marine Players, Lyme Regis Pantomime, Lyme Regis Operatics. When taking part in a play is too much for some, coming-together to read a play promotes happiness and well-being for many older local people, especially those that live alone.

**Sunday Sessions** - *free of charge*

The Sunday Sessions are a popular way for many people to perform in public in an informal environment. The performers range from experienced musicians to people who have never played in public before.

**Christmas Carol Concert** - *free of charge*

Bringing together the young members of the Marine Youth Theatre and our older members of the Senior Creatives, the Christmas Carol Concert is an intergenerational collaboration of all ages, fundraising for the Youth Theatre productions.

**Community Screenings** - *free of charge*

The Marine Theatre offers free screenings throughout the year to include a free film for the town at Christmas, a public showing of the community play and other one off events throughout the year. We also have a portable screen which we take to the Dementia Cafe at the football club as well as Residential Homes in Lyme Regis - ensuring that we include as many older and harder to reach people within Lyme Regis.

**5. What are the objectives of the organisation for which funding is required?**

The community events offered by the Marine have an enormous reach and are inclusive of all people from all backgrounds, helping to reinforce the sense of community by bringing together the oldest and youngest members of Lyme Regis.

Our community projects aim to:

- Engage with children and young people in our community to encourage confidence, improve self-esteem, gain experience and participate in skill developing training programmes
- Create a welcoming and warm environment for older people to enjoy sharing creative activities such as singing and dancing to reduce isolation and loneliness and promote wellbeing,
- Offer a year-round volunteer programme as a way for many people to meet new people, be part of the theatre community and enjoy performances they may not have the confidence to attend alone,
- Enable local amateur performers in both music and acting to grow in confidence and perform to an audience

- Give local people a sense of belonging and community by coming together and enjoying all their town theatre has to offer. The theatre has been a place for local people to perform for many years. By supporting the youth theatre and amateur productions, we hope to ensure it will continue to be used by local people for many more generations to come.

**6. What length of time is the funding required for? 5 years**

**7. How will the funding benefit the town, its residents and /or visitors?**

In total the theatre welcomes over 20,000 visitors each year, the main beneficiaries made up from the local residents of Lyme Regis and surrounding villages, the wider population of West Dorset and day and overnight visitors.

As the only theatre in Lyme Regis, and now the only local venue screening film, the theatre has a significant impact on the cultural and community life of the town. For younger residents of Lyme, it provides access to professional teaching and mentors to help develop their confidence, learn new skills and gain technical knowledge. The confidence built in drama training is a tool for life and will give extra help in college or job interviews as well as developing social skills and making new friends.

The full programme offers so much to the residents of Lyme Regis. The Community Play alone has around 100 local people taking part, whilst musical sessions such as the DJ workshops and Sunday Sessions are a place for younger people to engage in positive activities and increase their confidence.

For older communities the activities offered by the theatre help to reduce isolation and loneliness, providing a welcoming and social environment. For many 65+, often single women, volunteering is a major contributor to their health and well-being.

The Marine regularly coordinates theatre workshops for the Woodroffe School. As well as organising the annual drama workshop with Mountjoy School, the theatre also arranges workshops with visiting professional theatre companies and offers low cost tickets for all local school children.

**8. How will the objectives and benefits of the organisation and/or project be measured?**

A record will be made of the attendance of each community engagement session so that we can monitor the effectiveness of the courses and events. We will also gather feedback through surveys to measure the effectiveness of each project.

**9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project.**

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A successful application for £15,000 was made to the Shared Prosperity Fund for the purchase of DJ equipment and professional sound installation in order to offer the DJ Course.

The Community and Culture Fund through Dorset Council awarded £1,900 towards increasing diversity within our youth theatre.

Dorset Council - Youth Fund awarded £6,320 towards the equipment purchase of the Technical Theatre Course to start in April 2025.

With the support from LRTC, the Marine reached its goal of fundraising £100,000 for a new digital projector, improved cinema sound, comfortable seating and stage curtains.

We are currently fundraising for the refurbishment of the backstage toilet with a target amount of £10,000. With so many children taking part in productions, there needs to be a toilet that can be allocated solely for the use of children. Plans include the combining of the cleaning cupboard to generate the additional space needed to make the toilet large enough to accommodate a wheelchair, making the space fully accessible to all. Current fundraising is at £1,703.55 from Dorset Council's CIL fund and £5,000 from the Linbury Trust.

**10. How will you inform others the organisation has received funding from the council**

Our publicity strategy for the council's financial support will include the following:

- An announcement newsletter to a database of 8,000 people
- Posts across our social media platforms to include Facebook (6,9k followers) and Instagram (5,4k followers)
- Feature on the Marine Theatre's 'news' section on our website
- Inclusion of the council's logo on our website homepage.

**11. Total anticipated cost of project or annual running costs**

See budget / accounts

**12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required?**

£25,000 per annum

**13. Please tick to show you have enclosed information that covers the following required information:**

**a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure**

**b) Bank references**

**c) Audited accounts for the previous financial year**

**d) Registration documentation**

**14. Please tick if any other supporting information has been attached and specify the type of documentation:**

**The application form must be signed by two of the organisation's officers.**

**Signature** *Gabrielle Rabbitts*

**Name (Print)** Gabrielle Rabbitts

**Position held**

Director

**Date** 14/01/2025

**Signature** *Claudia Betteridge*

**Name (Print)** Claudia Betteridge

**Position held**

Finance Manager

**Date** 14/01/2025



LYME REGIS TOWN COUNCIL  
TERM GRANT APPLICATION FORM 2025

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

1. Name of organisation Lyme Regis Christmas Lights Committee

2. Name of person submitting the application Rob James

Position held in organisation Chairman

Contact address  
-----

Telephone no. -----

Email lymechristmaslights@bt.com

Website lymechristmaslights.co.uk

**3. What are the main activities of the organisation?**

The Christmas Lights Committee is a voluntary unincorporated association set up in 2000 to facilitate the raising of funds for the town's Christmas lights display, and to oversee arrangements for that display and the switch on event held at the end of November.

**4. What is funding required for?**

A contribution towards the total cost of undertaking the annual Christmas lights display which currently covers Broad Street, Silver Street, Bridge Street and The Cobb area.

5. **What are the objectives of the organisation and/or the project for which funding is required?**

For the next 5 years the aim is to continue providing Christmas lighting displays in Broad Street, Silver Street, Bridge Street and the Cobb area with the bulk of the necessary fundraising undertaken by the Committee.

To continue to renew, enhance and upgrade current coverage, purchasing additional colour schemes, while seeking to extend into areas such as Coombe Street and the Town Mill which would increase our average yearly costs from around £15,000 to £19,000.

Enhance and upgrade existing infrastructure including connection points, replace brackets and electrical connections to ensure compliance, future proofing and enable more efficient installation.

6. **What length of time is the funding required for (funding will not normally exceed five years)?**

5 years

7. **How will the funding benefit the town, its residents and/or visitors?**

Lyme Regis illuminated with stunning Christmas lights does more than just look pretty. It brings the community together, lifts everyone's spirits, and encourages visitors and locals to explore and support local businesses. A brighter, more inviting Lyme Regis increases footfall in town, more people shopping in our local shops, dining in our restaurants, and experiencing the charm the town has to offer during the Christmas & New Year period.

Furthermore, photos and videos of the Christmas lights are widely shared, offering fantastic positive publicity for the town.

Since 2022, video content and photos posted on the Love Lyme Regis social media channels and website, This is Lyme Regis and Visit Lyme Regis social media channels have been viewed by in excess of 3.2 million people generating thousands of likes, positive comments and shares. The overall sentiment of the comments is how beautiful the town looks, with hundreds commenting they plan to view the lights. Another common theme is people commenting on how they wish their town looked as good.

The display has attracted plaudits from across the UK and worldwide and is generally regarded as one of the best in the south west, regularly being featured in social media posts, local and national print and news media.

8. **How will the objectives and benefits of the organisation and/or project be measured?**

Our delivery of the Christmas lights display each year is the clearest means of measuring whether we are fulfilling on our objectives.

We can also be measured in terms of delivering value for money when looking at the costs incurred by other towns with similar displays. Analysis shows Lyme Regis Christmas Lights Committee is delivering what most acknowledge is a fabulous display at a cost favourable to other towns. See business plan for further details on this.

In addition, a post event evaluation involving an analysis of engagement on social media, communication with local businesses and feedback from residents.

**9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project**

We engage in several fundraising initiatives.

Since 2019, digital marketing of our fundraising events and enabling individuals to participate online has meant income from fundraising has grown year by year.

- Sponsorship, through establishing relationships with local businesses and giving them appropriate acknowledgement for their support, currently raises around £5,000 per year.
- Duck Races are held on New Year's Day and Easter Monday collectively raising in excess of £4,000 per year. There has been significant growth in the numbers taking part in our duck races. £208 was raised by the Easter Monday Duck Race 2019 rising to £2,500 for the most recent 2024 New Year's Day Duck Race.
- Annual grand raffle with significant cash prizes on offer donated by local businesses. The raffle raises in excess of £2,000 each year.
- Community bingo. As a member organisation, we help run the bingo nights which are held every Thursday evening at the Woodmead Halls in Lyme Regis. Typically, this raises around £1,700 per year.
- Harvest Home Auction. In 2024 we reinstated a traditional fundraising activity which had not been held since 2019. The Auction at the Volunteer Inn held in November 2024 raised over £2,000.

**10. How will you inform others the organisation has received funding from the council?**

By listing Lyme Regis Town Council as a significant contributor to funding on the Lyme Regis Christmas Lights website at [lymechristmaslights.co.uk](http://lymechristmaslights.co.uk), social media channels and in other publicity surrounding the switch on event.

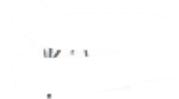
LRTC would also be referred to as a significant contributor on other digital media sites such as Love Lyme Regis.

As with previous years, the Town Council logo will appear on the primary sponsors banner which is attached to the wooden fencing around the main tree at Bell Cliff for the duration of the display.

11. Total anticipated cost of project or annual running costs £19,000  
\_\_\_\_\_
12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required? £4,000  
\_\_\_\_\_
13. Please tick to show you have enclosed information that covers the following required information:
- |  |                                     |
|--|-------------------------------------|
| a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure | <input checked="" type="checkbox"/> |
| b) Bank references   | <input checked="" type="checkbox"/> |
| c) Audited accounts for the previous financial year (not audited)  | <input checked="" type="checkbox"/> |
| d) Registration documentation  | <input checked="" type="checkbox"/> |
14. Please tick if any other supporting information has been attached and specify the type of documentation:

The application form must be signed by **two** of the organisation's officers.

**Signature**



**Name (print)** Rob James  
**Position held** Chairman  
**Date** 13/01/25

**Signature**



**Name (print)** Karen Skardon James  
**Position held** Secretary  
**Date** 13/01/25



**LYME REGIS TOWN COUNCIL**  
**TERM GRANT APPLICATION FORM 2025**

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

1. Name of organisation Lyme Regis Foodbank Community Interest Company
2. Name of person submitting the application Susan Davies  
 Position held in organisation Chair & Director  
 Contact address Unit 5, Lyme Regis Business Park  
Uplyme Road  
Lyme Regis  
Dorset DT7 3LS  
 Telephone no. 07955772314  
 Email email@lymeregisfoodbank.co.uk  
 Website lymeregisfoodbank.co.uk

3. What are the main activities of the organisation?

Lyme Regis Foodbank provides emergency food and information signposting support to individuals and families facing short term times of financial crisis in the Lyme Regis and surrounding areas. The service is managed by a Foodbank Coordinator and delivered through a team of volunteers, it is open three days a week, 52 weeks a year to the local community. People receive tailored food bags and recipe kits amounting to four meals per person per week on a referral basis for a maximum of six weeks in the first instance.

The Foodbank has run the Christmas Schools Food Program since 2020 for four local schools. We provide healthy hampers, aged related gift & food bags for children and young people referred by schools in line with an agreed criteria. Working in partnership with local grant givers and businesses we made christmas happen for 125 children and young people - 2024.

4. What is funding required for?

To fund: 1) current foodbank premises costs, with the aim of flexing capacity to meet rising demand and maintain continuous service delivery. 2) essential communication and online costs and 3) compulsory employer indemnity insurance cost.

The above funding will sustain a central location to receive food donations, dating, sorting and label checks, safe food storage and distribution of emergency food bags to clients in accordance with UK Food Safety and Hygiene and Health and Safety Regulations. Support the development of premises to meet increasing demand. More space means reduced queuing time and the chance to expand services and provide one-stop-shop to include consultation with visiting agencies, i.e. Social Prescribing Team, Homeless Outreach Services. Maintain the security of offices, communication technology and client information in accordance with Data Protection Act, General Data Protection Regulations and client confidentiality.

5. What are the objectives of the organisation and/or the project for which funding is required?

The objective of Lyme Regis Foodbank is to carry on activities which benefit the community and in particular (without limitation) to 'The relief of poverty and financial hardship through the provision of emergency food and support to individuals and families facing short term times of crisis in the Lyme Regis and surrounding areas'.

6. What length of time is the funding required for (funding will not normally exceed five years)?

Funding is requested for the next five years - 2025-26, 2026-27, 2027-28, 2028-29, and 2029-30.

7. How will the funding benefit the town, its residents and/or visitors?

Sustainability of the Foodbank to help local people who are facing economic hardship to access emergency food, emotional support, practical guidance and signposting to support services.

Foster a sense of community and connection through collaboration with local volunteers, businesses, health & welfare services to develop a food system that provides a timely supply of non-perishable and perishable food to meet rising demand and direct referral access.

Reassuring confidence that our local Foodbank is able to rapidly mobilise resources and give emergency food relief to at-risk people/communities during crises.

8. How will the objectives and benefits of the organisation and/or project be measured?

Client access activity (number of single, couples, families, children, pensioners and disabled)

Number of clients signposted to support services & onward referral issues

Demographics (in accordance with GDPR regulations)

Measure impact of client activity against premises capacity

Amount of surplus food diverted

Staff and Volunteers - hours, training and role diversity

Number and type of food safety and storage risks

9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project

Fund Raising: Lyme Regis Community Bingo, Seasonal Fetes & Fairs and Foodbank social media campaigns, GoFundme, 500 Club, School harvest & Christmas Festivals  
Church donations, local Co-op, online donations, Lyme Regis Mayoral fundraising Events.

Local Grants & Awards - Coop Local Community, Magna Housing, Bridport Lions Club, Candles on the Cobb - Youth Organisation (Rotary Club), Lyme Regis Regatta & Carnival League of Friends of Lyme Regis and Healthcare Services, Lyme Regis Community Support, Lyme Regis Welfare Trust, Whitchurch Morcombelake & Ryall Flower & Dog Show.

County & National: Dorset Council Household Support Fund & Dorset Social Inclusion Grant, National Lottery - Local Connection, Morrisons Community, Co-op Local Community.

10. How will you inform others the organisation has received funding from the council?

By word of mouth

Lyme Regis Foodbank Social Media

Lyme Regis Foodbank Website

- |  |                         |
|--|-------------------------|
| 11. Total anticipated cost of project or annual running costs  | £ 59,139.00             |
| 12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required? | £ 12,000.00<br>per year |

13. Please tick to show you have enclosed information that covers the following required information:

- |  |                          |
|--|--------------------------|
| a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure | <input type="checkbox"/> |
| b) Bank references   | <input type="checkbox"/> |
| c) Audited accounts for the previous financial year  | <input type="checkbox"/> |
| d) Registration documentation  | <input type="checkbox"/> |

14. Please tick if any other supporting information has been attached and specify the type of documentation:

The application form must be signed by **two** of the organisation's officers

Signature		Signature	
Name (Print)	Susan Davies	Name (Print)	Mark Duerden
Position held	Chair & Director	Position held	Director
Date	09/01/2025	Date	09/01/2025

#### Notes to applicants

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.
3. Applications should be emailed to **Adrianne Mullins** [adrianne.mullins@lymeregistowncouncil.gov.uk](mailto:adrianne.mullins@lymeregistowncouncil.gov.uk)
4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.



**LYME REGIS TOWN COUNCIL**  
**TERM GRANT APPLICATION FORM 2025**

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

1. Name of organisation Lyme Regis (Philpot) Museum
2. Name of person submitting the application Bridget Houseago  
 Position held in organisation Museum Director  
 Contact address Lyme Regis (Philpot) Museum  
Bridge Street  
Lyme Regis
- Telephone no. 01297 443370  
 Email bhouseago@lymeregismuseum.co.uk  
 Website www.lymeregismuseum.co.uk
3. What are the main activities of the organisation?  
Lyme Regis Museum is a registered Charity (1041201), opening in  
1923, its purpose is to advance education for public benefit and  
to tell the story of Lyme Regis – its history, people, geology,  
and archaeology by:
- The provision and maintenance of a museum and its services
  - The care and curation of the museum building & its collections
  - The exhibition, display and interpretation of the collections
  - The provision of learning experiences and educational  
activities for the public.
4. What is funding required for?  
Supporting the cultural life of the town through the delivery  
of a vibrant and educational programme of events and activities,  
including the Lyme Regis Fossil Festival.  
The museum stepped in to save the Fossil Festival in 2023,  
and we are committed to delivering a free family friendly event.  
The museum's annual event programme includes; exhibitions,  
talks, fossil walks, school visits, family friendly holiday activities,  
well-being art classes, and the world famous Lyme Regis  
Fossil Festival. (See attached Festival Document).  
The funding requested will be split between the museums main  
event programme and the annual Lyme Regis Fossil Festival.

5. What are the objectives of the organisation and/or the project for which funding is required?

1. To support the cultural life and community of the town by maintaining the museum and delivering a vibrant annual programme of events, including the Lyme Regis Fossil Festival for local people and visitors to enjoy.

2. Care and maintain the museum collections, safeguarding the cultural heritage of the town and create new displays and activities that enhance the town's reputation and enable us to share its rich history.

3. Support the local economy by providing a world-class visitor attraction and encouraging people to visit the town.

4. Aid the community and wellbeing of local residents by providing access to cultural activities and volunteering opportunities.

6. What length of time is the funding required for (funding will not normally exceed five years)?

Five Years

7. How will the funding benefit the town, its residents and/or visitors?

The Museum benefits the town, its residents and visitors by:

1. Promoting its reputation and importance as the birthplace of palaeontology and its status as the gateway to the Jurassic Coast.

2. Providing access to culture through its lively and inspirational displays, events and exhibitions for local people and visitors to enjoy.

3. Promote greater awareness, understanding and appreciation of Lyme's important history, natural environment and landscape.

4. Supports the local economy through the provision of a world-class museum and visitor attraction.

5. Enhances community wellbeing by offering new and stimulating cultural opportunities.

8. How will the objectives and benefits of the organisation and/or project be measured?  
The key performance indicators for the success of the Museum and the Fossil Festival are:

- 1. Financial stability
- 2. The number of visitors and participants.
- 3. The range and scope of public engagement activities.

9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project

The museum raises funds through its own endeavours; admissions, event ticket sales, commercial and retail operations, and fundraising. We currently receive a grant toward our core costs from Dorset Council, and have raised additional funding for the Lyme Regis Fossil Festival from grants, sponsorship, commercial activities, ticket sales and advertising.

The museum stepped in to save the Fossil Festival in 2023, and we are committed to delivering a free family friendly event.

Budget attached

10. How will you inform others the organisation has received funding from the council?

If successful we will announce and highlight the funding from the Town Council. This will be circulated widely to the local press, social media, the museum newsletter and website.

As a key funder and supporter of the Museum and the Fossil Festival, we will include the Town Council logo included on all print website, social media and publicity materials.

Additional or specific requirements can be discussed with the Museum's Marketing officer Eleanor Wentzell.

11. Total anticipated cost of project or annual running costs	£ 69,850.00
12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required?	£ 13,000.00

13. Please tick to show you have enclosed information that covers the following required information:

- a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure
- b) Bank references
- c) Audited accounts for the previous financial year
- d) Registration documentation

✓
✓
✓
✓

14. Please tick if any other supporting information has been attached and specify the type of documentation:

- 1. Lyme Regis Museum Annual Reports and Accounts
- 2. Lyme Regis Museum Business Plan
- 3. Event Programme Project Budget
- 4. Fossil Festival Document
- 5. Fossil Festival Sponsorship & Media Pack

✓
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The application form must be signed by **two** of the organisation's officers.

Signature Name (Print)	<u>Bridget Houseago</u>	Signature Name (Print)	<u>Jonathan Evans</u>
Position held	<u>Museum Director</u>	Position held	<u>Chair of Trustees</u>
Date	<u>13/01/25</u>	Date	<u>13/01/25</u>

#### Notes to applicants

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.
3. Applications should be emailed to Adrienne Mullins [adrienne.mullins@lvmeregistowncouncil.gov.uk](mailto:adrienne.mullins@lvmeregistowncouncil.gov.uk)
4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.



**LYME REGIS TOWN COUNCIL**  
**TERM GRANT APPLICATION FORM 2025**

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

1. Name of organisation Lyme Regis Regatta & Carnival Committee

2. Name of person submitting the application Alan Vian

Position held in organisation Chairman

Contact address

Telephone no.

Email

Website lymeregiscarnival.co.uk

3. **What are the main activities of the organisation?**

Lyme Regis Regatta & Carnival Committee is a voluntary unincorporated association which organises several events throughout the year including two firework displays – one in Carnival Week and the other in November.

4. **What is funding required for?**

- To contract with a known firework display company to organise the displays
- To insure both of the displays as part of the Carnival's annual insurance
- To contract with a professional paramedic company to provide appropriate first aid cover

5. **What are the objectives of the organisation and/or the project for which funding is required?**

The objective is to ensure the two fireworks displays in August and November continue. These are an integral part of the tourist offering in Lyme Regis.

Ensuring the events are well publicised to attract significant numbers of local residents and visitors.

6. **What length of time is the funding required for (funding will not normally exceed five years)?**

5 years

7. **How will the funding benefit the town, its residents and/or visitors**

The fireworks provide economic and social benefits to the town. See business plan for full details.

The Summer display attracts a crowd of approximately 6,000-7,000 people while the November display attracts 8,000-10,000.

Attracting visitors to the town boosts the local economy, in particularly hospitality businesses. Many comment how their busiest trading days correspond with the displays. Furthermore, increased visitors mean increased car parking revenues.

One of the best things about our firework events in Lyme Regis is that even though donations are encouraged, the events are entirely free to attend which means families on low incomes can enjoy a wonderful evening of entertainment at no cost.

8. **How will the objectives and benefits of the organisation and/or project be measured?**

Our delivery of the displays will be the clearest means of measuring whether we are fulfilling on our objectives plus:

- carry out an evaluation after each display
- speaking with local businesses
- interrogating the responses received on social media
- engagement with the public during and after the event

9. **Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project**

Business sponsorship and a collection on the night of each of the displays are the main sources of fundraising.

2024 figures

Sponsorship £5,200

Collections £7,048

10. **How will you inform others the organisation has received funding from the council?**

By listing Lyme Regis Town Council as a partner / sponsor on the Carnival website at [lymeregiscarnival.co.uk](http://lymeregiscarnival.co.uk), social media channels and in other publicity surrounding the events.

Lyme Regis Town Council would also be referred to as a partner / sponsor on other leading digital media sites such as Love Lyme Regis, This is Lyme Regis and Visit Lyme Regis.

Announcements on the seafront PA system will clearly state that the firework display is organised 'in partnership with Lyme Regis Town Council'.

11. Total anticipated cost of project or annual running costs £13,000

12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required? £6,500

13. Please tick to show you have enclosed information that covers the following required information:

- |  |                                     |
|--|-------------------------------------|
| a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure | <input checked="" type="checkbox"/> |
| b) Bank references   | <input checked="" type="checkbox"/> |
| c) Audited accounts for the previous financial year (not audited)  | <input checked="" type="checkbox"/> |
| d) Registration documentation  | <input checked="" type="checkbox"/> |

14. Please tick if any other supporting information has been attached and specify the type of documentation:

The application form must be signed by **two** of the organisation's officers.

**Signature**

**Signature**

**Name (print)**  
**Position held**

Alan Vian  
Chairman

**Name (print)**  
**Position held**

Rob James  
Marketing & Business  
Development

**Date**

13/01/25

**Date**

13/01/25

#### **Notes to applicants**

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.
3. Applications should be emailed to Adrienne Mullins [adrienne.mullins@lymregistowncouncil.gov.uk](mailto:adrienne.mullins@lymregistowncouncil.gov.uk)
4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.



**LYME REGIS TOWN COUNCIL TERM GRANT  
APPLICATION FORM 2025**

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

1. Name of organisation LYME REGIS TOWN MILL TRUST
  
2. Name of person submitting the application Rob Mc Laughlin  
 Position held in organisation Chair of Trustees  
 Contact address Town Mill, Mill Lane, Lyme Regis, DT7 3PU  
  
  
  
 Telephone no. \_\_\_\_\_  
 Email \_\_\_\_\_  
 Website \_\_\_\_\_

**3. What are the main activities of the organisation?**

Lyme Regis Town Mill is a working water mill restored in the 1990's which is run by 3 parttime staff, 6 Trustees and over 30 volunteers. It produces organic stone ground wholemeal flour, provides workspaces for small craft businesses and operates the Malthouse Gallery; an arts/community space.

A flour mill has been at the site of Town Mill since the 10<sup>th</sup> Century and the current one since the C14th, at the time when the famous stone 'Cobb' created the harbour. For 6-700 years the mill has provided the town with flour, with enhancements in the C19th, when the Bakehouse was constructed. The Malthouse Gallery building hosted the first electricity generating station in Lyme in the early C20th.

As evidenced from research, maps, photographs and oral history, the mill site has played a crucial role in serving the changing needs of Lyme over a many generations and continues today. The mill was saved from demolition in the 1990's by volunteers, including author John Fowles and artist David West and restored as a working flour mill, transforming the site into an attractive destination for local people and visitors. The Mill is an important heritage asset, valued by the Lyme Regis community, visitors, staff and trustees and the 30+ volunteers, without whom the mill could not operate.

The early restoration work created the current mix of uses, centred around the attractive courtyard, which incorporates; the working Mill; Miller's House offices, artisan's workshops; a tapas restaurant; Miller's Garden, Malthouse Art Gallery and the Lyme Regis Brewery, with first floor Trust offices. Like many historic buildings and sites, Town Mill has incrementally changed over time with many

changes being subtle and gradual, constrained by the technology of the time. The task is to ensure that the mill itself is maintained and enhanced so that further improvements are made to ensure that the mill continues to be able to grind flour for many years to come.

It is 25 years since Town Mill was restored to a working mill again, after many years of disuse. A rolling programme over at least the next 5 years, requiring capital expenditure, to help fund essential maintenance is needed, in order to safeguard the integrity of the machinery and buildings for the next 25 years and beyond. The support of the Town Council in helping to achieve this objective would be much appreciated.

**4. What is funding required for?**

Whilst the mill is not on Historic England's 'Buildings at Risk' Register, it is at risk as a heritage site and visitor destination if it does not keep the condition of the mill and its essential operating equipment up to date and in good order. The structure of the mill and other buildings need regular maintenance; for example the roof ridge was recently repaired. The condition of the building, equipment and site is well known to the trustees and Trust staff, due to their long-term involvement in managing the asset. The Term Grant funding is seen as contributing to works to the mill and its essential equipment, as explained further below.

As the town council will be aware the Town Mill Trust was successful in securing National Lottery Heritage Funding to undertake a series of physical improvements at the Town Mill site and the employment of a community engagement officer, with the aim of achieving greater diversity and inclusivity in the number of community groups and individuals from Lyme Regis and its catchment area, so they can experience the Heritage Asset of the Mill and its associated buildings and environment. Work is now underway to implement the various projects around the site.

The Mill enjoyed a busy spring, summer and autumn period in 2024, with the mill machinery comprising the mill wheel itself and the grinding stones working at full capacity.

The production of flour at Town Mill has increased significantly in the past few years from approximately 1 ton to over 4 tons. This has inevitably put additional pressure on the milling equipment notably the wheel itself which has its main shaft supported by bearings, as well as the main 'Peak' grinding stones and associated machinery – cogs, pulleys etc.

Inevitably, the increased use of this historic machinery is putting strain on equipment and the Town Mill's own experienced volunteer engineering group has recently identified a number of issues and problems that have arisen and which need to be addressed, notably with the bearings that support the main water wheel.

In order to relieve the strain on the Peak Milling Stones and the waterwheel, it is proposed that much of the flour can be produced on the separate set of French Burr stones, using a motor powered by electricity generated by the Mill's own hydro-electric plant. This plan will utilise more efficiently the electricity generated by the Mill, as well as helping to protect the integrity of the historic waterwheel into the future. The waterwheel will still be used to demonstrate the traditional milling process, as will the Peak Stones. Visitors will therefore see two methods of sustainable energy being used, side by side and this method of milling is used at other historic mills.

In the light of these concerns which have only arisen in the past few months, a report by a specialist Mill engineer from 'Dorothea Restorations' [<https://www.dorothearestorations.com>], which is a renowned heritage focused organisation that specialises in such matter, to advise on the condition of the Mill's machinery and equipment. They undertook the survey on 9 January 2025 and their report will provide more detailed guidance on the precise works that the Town Mill Trust will need to undertake to the machinery of the Mill, with associated costings.

Dorothea are examining the following:

The launder box and sluice gate, condition of waterwheel, its shaft and bearings.  
Condition of teeth within gear wheels; hurst frame; foot bearing to stone nut shaft.  
The working sets of millstones, thickness and condition, neck bearing and condition of wear blocks;  
millstone furniture condition; sack hoist operation and the overall milling operation

Initial advice from Dorothea and internal staff on the work required, with cost estimates is as follows:

- Launder box rebuild - approximately : £2500
  - Motorising the Burr stones but still water powered through our hydro electric generator : £7000
  - Bucket board replacement on the waterwheel in 2-3 years time : £1500
  - Leat sluice automated motorised control gear to manage water levels and prevent flooding : £4500
  - Sum for Annual Dorothea Survey to ensure that operational equipment is professionally reviewed to ensure it is kept in the best condition and any problems identified early, before they become a major issue or cause for breakdown : £1500 per annum for 5 years: £7500
  - New outer water wheel bearing shell - custom machined part and has to be replaced regularly : £350
  - Replacement wooden windows and skylight estimate : £4000
  - Garden wall repair and repointing : £1500
  - Garden path repointing to prevent further damage and frost protection : £600
  - Bargeboard painting on the front of the mill that needs cherry picker to access : £400
  - Other repair works to building over next 5 years - estimate £10,000
- Total costs over 5 years : £39,850 plus allowance for contingency : £44,000

These works will be required to maintain, enhance and ensure the longevity of the essential equipment at the mill, as clearly without the Mill wheel operating and the associated grinding stones operating to their best, the whole essence of town mill as a working flour mill and as an important tourist attraction in Lyme Regis, would be totally lost and cease to exist.

The Town Mill trust is embarking on their review of its five year plan and the improvements to this essential equipment will be an essential component in this plan, with improvement work to be planned and phased over the next 5 year period.

In addition, it is clear that the mill building itself which is an historic listed building requires regular maintenance and improvement to ensure that its integrity is retained and that its value as a heritage asset is maintained which is a matter and responsibility that the Trust takes seriously. Clearly those that initiated the regeneration and improvement of the Mill some 25+ years ago are to be highly commended for saving the Mill and for it to be becoming a significant building and heritage asset and visitor destination with Lyme Regis for these past years. However, the equipment that makes the mill what it is does need to be maintained properly if it is to continue to operate and flourish.

Capital works to the building required include:

Replacement of 3-4 wooden windows that are rotting and need replacing over the next few years

Replacement conservation roof lights that are nearing the end of their life.

Works to the roof.

Ensuring the long-term viability and high-quality maintenance and improvement of the mill building and its operations therefore is an essential requirement and objective of the Trust.

This bid for Town Council Term Grant is therefore aimed at securing a contribution towards the sums that the Mill Trust will have to generate in order to undertake the necessary maintenance and enhancement of the operational machinery as well as the continuing general maintenance of the listed building itself. We are therefore requesting a grant of £5000 per annum for the five year term period of the Term Grant's operation.

The Town Mill has the aim of being self-sufficient on a day-to-day basis and indeed since the introduction of Free Entry in April 2023, income through donations and shop sales has increased compared with the previous situation when re an entry fee was charged. It is considered essential

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that this free entry is maintained as an important aspect of the Mill's offer to local people and community organisations, especially if inclusivity and diversity objectives for of our visitor profile are to be achieved.

Income generated is sufficient to pay staff costs, basic infrastructure and utility costs, together with smaller scale, essential day to day maintenance costs. However, it is not sufficient to provide for the capital necessary to ensure that the Mills equipment and the mill building are properly repaired and maintained; hence this application for grant assistance to support the objective.

It is fully recognised that bidding for funds from other sources such as charitable trust and foundations which the Trust has experience of is necessary in order to provide full funding over the five year period and indeed £12,000 has already been raised from the Garfield Weston Foundation for this purpose.

However, having a financial contribution over a period of years from the Lyme Regis Town Council will be a great asset in its own right but also in helping to secure further funds from other sources, as it clearly demonstrates local support for the Town's key representative organisation.

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5. What are the objectives of the organisation and/or the project for which funding is required?  
*The objects of the Town Mill Trust are:*

- *To secure the preservation, protection, development and improvement of the features of the Town Mill at Lyme Regis, including its related waterways and environs;*
- *To educate the public in the history of the architecture of the Town Mill and mills in general;*
- *To promote, improve, develop and maintain public education in and appreciation of the visual, performing and written arts in all their aspects; and*
- *To implement and promote good environmental practice.*

*Strategy*

*To achieve these objectives, our current strategy is:*

- *To continue to use the buildings and site in ways which will provide amenities for the town and its visitors, and provide income for the Trust to meet the running costs;*
- *To open the Town Mill regularly to visitors and educational groups;*
- *To promote the site as a centre for high quality local food and drink by means of our tenancies, patrons and events;*
- *To mount or facilitate exhibitions in the gallery space;*
- *To provide space for local artists and craft workshops, thereby also enhancing the experience of visitors to the site; and*
- *To continue to research and promote the historical, archaeological and educational aspects of the site.*

*The Trustees' strategy has due regard to the guidance published by the charity commission on public benefit.*

The purpose of the finding required is set out in full in Section 4 above – to undertake essential

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works to the mill machinery and building to ensure its longevity in to the future.

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**6. What length of time is the funding required for (funding will not normally exceed five years)?**

The works to the mill equipment and the building will inevitably have to be phased over a period of years and therefore a contribution of £5000 per annum for five years would be much appreciated.

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**7. How will the funding benefit the town, its residents and/or visitors?**

Being one of the few built heritage attraction in Lyme Regis, the Mill site plays an important part in Lyme and Dorset's tourist economy, providing employment and subsidised units for the craft businesses, who, together with the Mill Trust, employ around 30 people in total. In addition there are over 30 Volunteers at the Mill site and so all of this community engagement and employment is real and tangible benefit to Lyme Regis. Other benefits are as follows:

- The Town Mill and its associated craft based businesses makes a significant contribution towards the tourism offer in Lyme Regis its local economy and indeed to its employment through the provision of economical rented accommodation for the craft and businesses at the site. It therefore does play an essential role in the economy and life of Lyme Regis, for the benefit of many local people as well as very many visitors and tourists to the town, who visit the site every year.
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- The increasing popularity of Lyme Regis & Town Mill as a visitor destination throughout the year, with many visitors in the 'out of season' period, results in increases of income at Town Mill, which is important for the town as well as the Trust – a trend that is already being recorded.
- The physical and visual improvements to the mill site underway will present it in a more professional and attractive manner so will be of benefit to all visitors to the mill site – both locally based and tourists from further afield.
- More community activities and events will be held at the site due to the work of the new Community Engagement Officer who starts in February but without a well maintained and fully operational working mill, any visit will be of little real value.
- Town Mill is one of only three working water driven flour mills in Dorset and so for those specifically interested in mills, it is real attraction and bespoke tours and talks are offered to groups with this interest. But again having a fully operational mill wheel and grinding stones are essential.
- As a result of the planned work for which funding is sought, the Listed Building Heritage Asset of the Mill will be conserved and improved and the industrial and cultural heritage will be appreciated by more visitors from the local community of all ages.

The associated site-wide improvements that are being made will improve the overall experience for visitors, including community organisations and those who don't currently visit, who are being targeted and those with various challenges – mobility, hearing and sight. This is because work is being commissioned that will improve 'access' to the mill experience for those with hearing and sight impairments. Greater equality and social inclusion, diversity, access and participation in heritage will result, raising awareness with new sectors in the community, including those with 'access' related challenges.

Upgrading the site and mill equipment will also encourage existing volunteers to stay and new ones to start and feel valued. This is essential as without them, the Trust cannot operate, and the heritage of the Mill will not be saved in the long term. Likewise, without a valued visitor experience, the Mill and its environs would deteriorate and decline over time with detriment to the Trust, its staff, volunteers, as well as the community and economy of Lyme Regis.

The Mill has a longstanding role in Lyme Regis, but the Trust has re-emphasised its commitment to broadening the range of visitors. As already explained, it will attract more local 'non-visitors' and less advantaged and hard to reach groups, who may not identify with the Mill as a 'place to go'.

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notwithstanding its proximity to the town. This will improve the health and wellbeing of people and will reach, empower and support new diverse, disadvantaged and marginalised people in the local community.

But none of the above will be achieved and have longevity unless the essential and basic elements of the mill's building and its operation, which result in the production of flour, are well maintained, reliable and operating as they should.

#### Visitor Surveys May & August 2023

- 48% had been to the Mill site before; some many times.
- Others found the site by 'just wandering around' or were recommended to visit by friends or family.
- The average group size was 3-4.
- 90% visited the Mill itself on a self-guided tour • 65% made purchase in the shop.

#### Visitor Testimonials

- "Really great visit, volunteers are passionate and you can see why, so much history. The whole milling process is explained and demonstrated. Free entry with donations requested and also flour and associated baking bits and pieces to buy."
- "This beautiful mill is still in operation, with informative and witty volunteers ready to talk all about the history and milling."
- "Wow, what a fantastically interesting place. The guide brought the whole experience to life and explained everything clearly, demonstrated processes and answered questions. This is a real working water mill, grinding corn for use by local bakers."
- "The situation is in a beautiful, buzzing little corner of Lyme where there are lots of other things to interest the visitor. Considering the mill is run by volunteers and admission is free, I would urge any visitor to Lyme to visit this gem."

#### 8. How will the objectives and benefits of the organisation and/or project be measured?

These will be measured in the following ways:

- Evidence of the works undertaken will be formally recorded in a 'Schedule of Works' that will be regularly updated on over the 5 years period and reported at intervals, as required, to the Town Council
- Photographic records will be made of the situation, with the various elements of equipment and the building, with 'Before and After' images, as evidence of changes and improvements are made.
- Posting of updates with these images and videos on the Town Mill Trust's website and Facebook pages, so that the 'story' is told in an imaginative and an easily understood manner, with full recognition of those organisations who provided funding to enable the works to be undertaken.
- The changes and improvements will also be recorded in a Educational Case Study of the Town Mill Regeneration work for secondary school teachers and students. This will provide a wide range of teaching resources and explain all of the regeneration and improvement plans and incorporate questions and tasks for students. It is being prepared by one of the Trustees with experience of this type of work and this will add value to school visits; notably those from Woodroffe.

It can be demonstrated therefore that the project will meet the Town Mill Trust's objectives by:

- Helping to secure the preservation, and improvement of the Town Mill
- Continuing to educate the public in the history of the architecture of the Town Mill and its associated regeneration plans and activities.

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**9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project**

As noted above we have secured £12,000 from Garfield Weston Foundation for this project so far. Further bids have been and will continue to be submitted to other Charitable Trusts and Foundations as required over the 5 year period.

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**10. How will you inform others the organisation has received funding from the council?**

This will be undertaken via the following initiatives:

- Visits for the Town Council and guided tours of the mill.
  - Invitations to special events, Summer at the Mill, Halloween, Christmas etc.
  - Publicity on our website Facebook and other social media and in press releases about this specific project
  - Acknowledgement in the Town Mill's Annual Report.
  - Promoting summaries of future visitor surveys at the mill on our social media.
  - Through all this this publicity the contribution of the Lyme Regis Town Council will be highlighted.
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**11. Total anticipated cost of project or annual running costs**

Based on figures in Section 4 minimum £44,000 with final amount also dependent upon final Dorothea Report Recommendations

**12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required?**

£25,000 @  
£5000 per  
annum

**13. Please tick to show you have enclosed information that covers the following required information:**

- a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure
- b) Bank references
- c) Audited accounts for the previous financial year
- d) Registration documentation

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/>
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**14. Please tick if any other supporting information has been attached and specify the type of documentation:**

N/A

The application form must be signed by two of the organisation's officers.

Signature	.....	Signature	.....
Name (Print)	Rob McLaughlin.....	Name (Print)	Pippa Rex
Position held	Chair of Town Mill Trustees.....	Position held	Finance and Administration Manager
Date	14 January 2025.....	Date	14 January 2025

#### Notes to applicants

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.
3. Applications should be emailed to Adrienne Mullins [adrienne.mullins@lymeregistowncouncil.gov.uk](mailto:adrienne.mullins@lymeregistowncouncil.gov.uk)
4. Applications must be received by noon on Wednesday 15 January 2025. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.



**LYME REGIS TOWN COUNCIL**  
**TERM GRANT APPLICATION FORM 2025**

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

1. Name of organisation Lyme Regis Town Band
2. Name of person submitting the application Ellis Holt  
 Position held in organisation Chairman  
 Contact address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Telephone no. \_\_\_\_\_
- Email info@lymeregostownband.co.uk
- Website www.lymeregistownband.co.uk

3. What are the main activities of the organisation?  
Lyme Regis Town Band are constitutionally bound to ensure the continual development of brass band education and enjoyment of brass band music in and around the local area of Lyme Regis and Dorset. Every year, the band perform multiple concerts for a wide variety of audiences both inside and outside and in all weathers. If an audience are willing to listen, we are happy to play for them! Once per year, we run a not-for-profit brass band workshop for any players who wish to attend, bringing professional tutors from one of the UK's top brass bands. In previous years, we have seen up to 50 players from 11 brass bands, across 4 counties in attendance! During the Winter, we attend care homes and deliver free concerts for residents as well as attending the many local events in Lyme Regis to support and benefit our local community.

4. What is funding required for?  
Over the 40+ years of running, Lyme Regis Town Band has amassed a vast library of paper music, some of which is getting dog-eared and ripped. Part of the grant funding would be to purchase a high quality scanner and fast computer on order to preserve the integrity of this music by saving it electronically for future use. This would save vast amounts of money having to replace this music over the years as it deteriorates.  
In order to continue the education and development of brass band music, we provide all new players with an instrument, music, tuition and necessary accessories. To be able to keep up with the demand of new players (9 in the last 12 months of which 4 regularly attend our main band and the rest have continued their regular tuition), we would also look to purchase new instruments with our local supplier, John Packer.  
Year 1: £2000 for a scanner, computer and external storage  
Years 2-5: £2500 per year to purchase new instruments

**5. What are the objectives of the organisation and/or the project for which funding is required?**

As explained above, the brass band was formed to continue the education of music, specifically brass band music and to ensure the continued enjoyment of brass band music by the local and wider public.

Having seen an influx of new learners and expecting to gain more through the momentum we have built, we need to ensure our instrument store is full so that we can offer the variety and choice required to benefit all new starters.

**6. What length of time is the funding required for (funding will not normally exceed five years)?**

We expect to be able to purchase the scanner, computer and storage within the first 3 months of the project but scanning the music into the computer will be a long and laborious project, expected to take 3-5 years. This will be completed by volunteers. We would then look to purchase instruments each year subsequently in order to continue to educate local interested parties.

**7. How will the funding benefit the town, its residents and/or visitors?**

By offering tuition to interested new starters, we can ensure that brass band music and music education is continued in the town. These new players will eventually join our main band, giving back to the community through the many concerts we perform in Lyme Regis each year.

By funding the facility in which we can scan in our music electronically, this will be much more readily available to use in rehearsals and concerts, meaning that time can be focussed on tuition and progression of our players.

**8. How will the objectives and benefits of the organisation and/or project be measured?**

We continually measure our benefits to the community by looking at the number of attendees to our concerts, the number of comments we receive face-to-face and through social media and the number of other organisations who benefit from our playing.

In 2024, we provided music for events where the following local organisations benefitted:  
RNLI, Royal British Legion, Lyme Regis Carnival, Candles on the Cobb, Rotary Club of Lyme Regis, Bymeard House Care Home, Charmouth Primary School, Thorncombe Primary School, St Mary's Primary School, Lyme Regis Town Council & Mayor's Office.

We will continue to measure in this way and hope to benefit more organisations in 2025.



The application form must be signed by **two** of the organisation's officers

Signature		Signature	
Name		Name	
(Print)	Ellis Holt	(Print)	Gilly Warr
Position		Position	
held	Chairman	held	Secretary
Date	12th January 2025	Date	12th January 2025

#### Notes to applicants

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.
3. Applications should be emailed to Adriaane Mullins [adriane.mullins@lymerelstowncouncil.gov.uk](mailto:adriane.mullins@lymerelstowncouncil.gov.uk)
4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.



LYME REGIS TOWN COUNCIL

TERM GRANT APPLICATION FORM 2025

PLEASE NOTE: Read the accompanying guidelines before completing this form

1. Name of organisation The Community Waffle House CIC

2. Name of person submitting the application Matthew Smith

Position held in organisation Director

Contact address The Community Waffle House CIC, Trinity House,  
EX13 5AP

Telephone no. \_\_\_\_\_

Email matt@waffle.org.uk

Website www.waffle.org.uk

3. What are the main activities of the organisation?  
We exist to fight for the prevention of loneliness in communities. To do that we work at each level of a community, identifying ways to boost social infrastructure through teaching social skills, providing missing opportunities for connection and bridging between sectors to facilitate relationship-rich services. Alongside these main activities, we also co-design projects and groups with residents to help empower people to build their own social infrastructure. This could be anything from a tech support group to a Pokémon Club. Our Waffle house serves as a base for these activities as well as an opportunity for us to demonstrate the power of adventurous conversations with the general public.

4. What is funding required for?  
The funding is required to help us provide a Post Office in Lyme Regis in the former Post Office building as part of our Community Waffle House. The funding would provide half the salary for a 'Post Office Counter Clerk' to oversee the running of the Post Office counter inside Waffle Lyme.

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5. What are the objectives of the organisation and/or the project for which funding is required?  
The objective of providing a Post Office in Lyme as part of Waffle Lyme is to restore a valuable piece of community infrastructure. Not only would the Post Office provide much needed services without the need for residents to travel out of town, but crucially for us, the Post Office provides an important social 'touch point' for those who might be at risk of chronic loneliness.

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6. What length of time is the funding required for (funding will not normally exceed five years)?  
5 years

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7. How will the funding benefit the town, its residents and/or visitors?  
Town consultation, implemented by Lyme Regis Town Council, revealed that the highest priority for the town was to explore the options for a post office service in the town centre, with 96% of respondents supporting this proposal.

Therefore we are confident that collaborating with the Town Council to provide this service would help us both meet our own missional aims as well as the needs of the community.

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8. How will the objectives and benefits of the organisation and/or project be measured?  
We propose that at the end of each year of the funding, we carry out a survey of Post Office users to gather their feedback on the

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Post Office and identify any areas for improvement. This survey would focus on the perceived practical and social benefits of the post office and would be reported back to the Town Council for reflection.

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9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project

We are in receipt of funding to support the broader aims of The Community Waffle House from the National Lottery England and Salisbury Diocese however, we have not engaged in any fundraising related to the setting up and running of the Post Office as part of our operations.

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10. How will you inform others the organisation has received funding from the council?

A partnership between Lyme Regis Town Council and Waffle would be very important for us and a key part of our desire to work collaboratively within community systems. We would want to celebrate that the Post Office is an early product of such collaboration through our digital marketing channels (website, social media) as well as physical signage in Waffle Lyme itself.

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11. Total anticipated cost of project or annual running costs	£ 30,000
12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required?	£ 15,000(year 1) 13,000 (year 2) 11,000 (year 3) 9,000 (year 4) 7,000 (year 5)

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13. Please tick to show you have enclosed information that covers the following required information:

- a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure
- b) Bank references
- c) Audited accounts for the previous financial year
- d) Registration documentation

X
X

14. Please tick if any other supporting information has been attached and specify the type of documentation:

--

The application form must be signed by **two** of the organisation's officers.

Signature  
Name  
(Print)  
Position  
held  
Date

-----  
**MATTHEW SMITH**  
-----  
**DIRECTOR**  
-----  
**14/01/2025**  
-----

Signature  
Name  
(Print)  
Position  
held  
Date

-----  
**SOPHIE MCLACHLAN**  
-----  
**DIRECTOR**  
-----  
**14/01/2025**  
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### Notes to applicants

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.
3. Applications should be emailed to Adrienne Mullins [adrienne.mullins@lymeregistowncouncil.gov.uk](mailto:adrienne.mullins@lymeregistowncouncil.gov.uk)
4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.



the building (in line with current practices based on the current physical security provided) and will leave the building clean and tidy after use.

- The Events' Information Screen, which is visible from the outside, will continue to provide continuous information and promotes events and local facilities.
- The 'Visitor Hub' will be staffed by unpaid volunteers from the local community on a rota basis. The rota will be organised by Alan Vian assisted by a small team of helpers.
- 'Visitor Hub' Flutter Flags will be displayed outside of the building when it is open.
- A folder of information will be provided for the volunteers.
- A 'code of practice' for volunteers has been agreed with the town council.
- The 'Visitor Hub' will not operate when other groups are using the facilities as mutually agreed.
- Exhibitions and displays will be held at various times throughout the year (already displays planned for VEDay80 and Candles on the Cobb)
- The Jubilee Pavilion has been booked for use by the following local community groups including; B Sharp Busking Festival, Regatta and Carnival Week, Lifeboat Week, the Fossil Festival, Folk Festival, Candles on the Cobb, Lyme Morris Day and will be part of the town's Christmas Lights' Display

4. What is funding required for?

The Jubilee Pavilion will continue to be upgraded to provide an even more interactive experience for visitors.

- The map of Lyme Regis will be updated to include the modifications to the Lyme Regis landscape (for example the statue of Mary Anning is not included on the present map).
- New information films are required for the Signbox Information Screen
- New semi-permanent displays are required to answer the most frequently asked questions (e.g. where to find fossils, Mary Anning Statue, Jane Austen)

- **Guided walks leaflets – short walks involving QR codes.**
  - **A new A board to provide information outside of the pavilion.**
  - **The public liability insurance policy will be renewed**
  - **Miscellaneous items of stationery, cleaning materials, refreshments, window cleaning.**
5. What are the objectives of the organisation and/or the project for which funding is required?
- **To provide a ‘Welcome Point’ for both residents and visitors to Lyme Regis based on the sea front.**
  - **To provide a central point for the provision of information about Lyme Regis, its environs, and events taking place in the town.**
  - **To enhance the visitor experience to Lyme Regis**
  - **To continue to allow local community groups the use of the Jubilee Pavilion facilities in order for them to fulfil their own local community objectives for Lyme Regis.**
  - **To provide a place where relevant displays can be organised especially for national events.**
  - **To manage the use of the Jubilee Pavilion in keeping with its original concept. The Jubilee Pavilion is the centre of our community alongside the adjacent Market and Performance Areas. Our organisers are all unpaid volunteers and members of the Lyme Community.**
  - **To promote the use of the council’s wheelchairs promoting inclusiveness and accessibility on the seafront.**
6. What length of time is the funding required for (funding will not normally exceed five years)?
- Five years**
7. How will the funding benefit the town, its residents and/or visitors?
- The funding benefit will be met by fulfilling the objectives set out in 5.**
8. How will the objectives of the organisation and/or project be measured?

- By recording of the number of visitors engaging with the *'Visitor Hub'*
- By increasing the number of visitors using the *'Visitor Hub'* (there were over 6000 visitors in 2024)
- By increasing the amount and quality of information on offer
- Evaluating the comments and suggestions made by users
- By the production of short walk leaflets
- By the use of the pavilion by local community groups (planned use by B Sharp Busking Festival, Regatta and Carnival Week, Lifeboat Week, the Fossil Festival, Folk Festival, Candles on the Cobb, Lyme Morris Day and will be part of the town's Christmas Lights' Display)
- Reporting regularly to the 'Tourism, Community and Publicity Committee'.
- Meeting with Lyme Regis Town Council Staff to evaluate progress.

9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project.

**The *'Visitor Hub'* is not allowed to raise funds and will not be making any grant applications to any other funding organisation. In addition to this grant from Lyme Regis Town Council it will continue to rely on donations of goodwill and time to enable it to function effectively.**

10. How will you inform others the organisation has received funding from the council?

**The *'Visitor Hub'* already posts information about the activities of the Town Council and its engagement will local community groups and will include in its signage that it receives *funding from* and that *it is in partnership with Lyme Regis Town Council.***

11. Total anticipated cost of project or annual running costs **£2,000**

12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required? **£2,000**

13. Please tick to show you have enclosed information that covers the following required information:

- a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of projected income and expenditure.
- b) Bank references
- c) Audited accounts for the previous financial
- d) Registration document

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14. Documents attached to this application:

- **Lyme Regis Visitor Hub' Business Plan 2025 – 2030**
- **Lyme Regis Visitor Hub' Expenditure 2024**
- **Agreement with Lyme Regis Town Council dated 27<sup>th</sup> May 2024**

**The application form must be signed by two of the organisation's officers:**

**Signature**

**Name**      **ALAN VIAN**  
**Position**    **COORDINATOR**  
**Date**        **10<sup>th</sup> January 2025**

**Signature**

**Name**            **ROB JAMES**  
**Position**       **MARKETING & IT**  
**Date**            **10<sup>th</sup> January 2025**



**LYME REGIS TOWN COUNCIL**  
**TERM GRANT APPLICATION FORM 2025**

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

1. Name of organisation TRIP CTA (Community Transport Association)
  
2. Name of person submitting the application Noel Wright  
 Position held in organisation General Manager  
 Contact address The Annexe  
Marlpits Lane  
Honiton  
EX14 2DD  
 Telephone no. 0140446529  
 Email Noel.Wright@tripcta.org  
 Website HTTPS://www.TRIPCTA.ORG
  
3. What are the main activities of the organisation?  
1. Transport to medical using Voluntary Drivers.  
2. Transport to medical in Mobility Vehicles  
3. Transport to Functions.  
4. Outings during weekdays as well as weekends.  
5. Shopping trips to various leading shops for those requiring shopping.  
6. Holidays to isolated or lonely people wanting to get out  
7. Befriending service to those who would like to get out and meet up for social gatherings and take part in activities.  
8. Disabled transport anywhere in UK from Devon.  


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4. What is funding required for?  
There is a 2 fold application.  
1. Befriending Hub to be held in Lyme bay or nearest available venue to Lyme bay to reach those who are isolated or lonely and provide a safe, warm and staffed venue where activities, quiet spaces and either group or one-to-one areas where trained staff and volunteers are able to interact and assist those requiring further interventions.  


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2. To upgrade our voluntary car service to all Lyme bay residents

requiring subsidised transport to any medical appointment. This may be doctors, hospitals, dentist chiropodists etc. To provide this service requires a good booking system which we have (Optimise) as well as a staff member to be able to take the booking, co-ordinate voluntary drivers and complete the booking ensuring each medical trip is efficiently dealt with.

5. What are the objectives of the organisation and/or the project for which funding is required?

1. To maintain a professional service that meets the needs of the East Devon residents to ensure they are able to get to appointments as well as ease the loneliness and isolation a substantial number of people face.

6. What length of time is the funding required for (funding will not normally exceed five years)?

The 2 fold applications will be ongoing.

No 1 Befriending Hub requires the following funding. £ 8200.00 p.a.

Made up as Income from attendees £ 3250 p.a. LESS total annual costs of £ 11 450.00

(We currently have a small grant to cover those who cannot contribute to attending and those will get free access to our services).

No 2. Vol Car and minibus service for shopping and outings £ 3250 p.a.

7. How will the funding benefit the town, its residents and/or visitors?

We have testimonials as well as staff accounts of the benefits to people attending our Befriending service.

We not discriminate on any basis and our service is open to anyone who would benefit.

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8. How will the objectives and benefits of the organisation and/or project be measured?

Currently we measure our service by feedback from committees or individuals.

We have doctors groups who provide feedback from patients.

We are members of the VCSE East Devon who liaise with the NHS LCP (Local Care Partnership) and meet regularly to deal with any issues as well as planning for future needs of communities.

I get weekly updates from staff as well as our computer programs allow me to monitor any work undertaken and ensure each job is completed.

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9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project

We receive £ 1500 p.a. from you. This was for Axe Valley and West Dorset Ring and Ride.

Our service is more community encompassing than Axe Valley.

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The application must be signed by **two** of the organisation's

Signature	_____	Signature	_____
Name (Print)	NOEL WAIGHT	Name (Print)	STEVE BROWNRIDGE
Position held	GENERAL MANAGER	Position held	TRUSTEE
Date	16 JANUARY 2025	Date	14 JANUARY 2025

#### Notes to applicants

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
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3. Applications should be emailed to Adrienne Mullins [adrienne.mullins@lymerregistowncouncil.gov.uk](mailto:adrienne.mullins@lymerregistowncouncil.gov.uk)
4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.



● **LYME REGIS TOWN COUNCIL**  
**TERM GRANT APPLICATION FORM 2025**

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

1. Name of organisation Turn Lyme Green
2. Name of person submitting the application Rob Thomas  
 Position held in organisation River Lim Action coordinator  
 Contact address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone no. \_\_\_\_\_  
 Email riverlimaction@gmail.com  
 Website <https://www.turnlymegreen.co.uk/river-lim-action-group>

3. What are the main activities of the organisation?

The River Lim Action group is part of Turn Lyme Green and was set up to monitor and clean up the River Lim after concerns were raised about pollution. It formed in 2021 and works constructively with South West Water, the Environment Agency, Dorset Council and Lyme Regis Town Council. The group, who are all volunteers, has also been working with these organisations to clean up the seafront drains and prevent pollution on our beaches. A clean river and beaches are good for our local ecology, community, businesses, tourism and reputation.

4. What is funding required for?

The funding is required to support the work of the volunteers. Specifically: for water quality monitoring, Riverfly monitoring, removal of invasive species, river improvements to support cleanliness and ecology (fish passages, inchannel woody debris, bat, bee and birdboxes, etc), increasing awareness to reduce pollution and improve water quality.

The Riverfly monitoring is a national scheme that measures the ecological health of a waterway by surveying the populations of riverfly living in the river. It has already shown that whilst the Lim has a range of species, the current populations are way below what a healthy river should have.

The group are currently focusing on two invasive plant species: Japanese Knotweed and

Himalayan Balsam. LRTC have already funded the removal of some of the Knotweed, which takes three years of treatment by specialised contractors. The removal of Himalayan Balsam is also challenging but owing to the scale of the infestation, it takes a phenomenal amount of volunteer time, literally pulling up the thousands of plants to start to make a difference. Required funding is relatively minimal and is just to cover training, publicity (to attract volunteers), tools and safety equipment.

LRTC have already funded the design of three fish passages, but since that funding request a fourth one has been found behind Mill Green. If that isn't addressed too, then the work on the other ones is pretty pointless. So funding is sought for this additional fish passage design. (The actual construction of the fish passages, which will run to tens of thousands of pounds, will be funded from elsewhere). We are mindful that the river is fast flowing, which is not good for both the wildlife and flooding risk, so we are also seeking funding for a study to look at what would help alleviate this issue. We are already mindful that in-channel woody debris dams are a very cost effective tool in tackling this issue and so have included these in the funding request.

The bat boxes along the river require replacement/renovation to funding is requested for this, also to include facilities for bees and birds.

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5. What are the objectives of the organisation and/or the project for which funding is required?

The River Lim Action group is part of Turn Lyme Green which promotes sustainable living and engages with the local community on local issues. The objectives of the River Lim Action group are to monitor and work with others to clean up the River Lim with benefits for the residents, local businesses and visitors. The group also has longer term objectives to support the improvement of land management across the river catchment and to raise public awareness about the issues which affect water quality.

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6. What length of time is the funding required for (funding will not normally exceed five years)?

Five years.

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7. How will the funding benefit the town, its residents and/or visitors?

Having clean beaches and river is vital to Lyme Regis. It benefits residents and encourages visitors and tourists, which in turn benefits all the businesses in the town. The water quality in the River influences the water quality at the designated bathing beaches – Church Cliff and Front Beach. Both South West Water and the Environment Agency acknowledge this through their monitoring and application of resources. Good water quality is essential for all water users and attracts visitors to the town, supporting the local economy. The campaign to get Church Cliff beach redesignated was very popular and widely supported by local water user groups as well as individuals. This is evidence of the value placed on good water quality and our work to improve it. Our monitoring and liaison with the statutory bodies aims to gather evidence and influence the application of resources until the problems of sewage contamination are sorted out.

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We aim for the removal of pollution warning signs, which are tarnishing the town's reputation. Additionally improving the land management practices in the catchment aims to address pollution issues not arising from sewage discharges and leaks. Introducing woody debris dams could slow down water flow, reducing the risk of flooding in the town. Engaging volunteers in practical activities like pulling out Himalayan Balsam provides health benefits – both mental and physical – as well as addressing the problem of invasive species.

River Lim Action is an inclusive and active volunteer organisation offering a range of activities including talks and walks, adding to the quality of life in Lyme Regis.

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8. How will the objectives and benefits of the organisation and/or project be measured?

Monitoring is carried out monthly along the course of the river by River Lim Action group volunteers with the results being recorded on the Westcountry Rivers Trust website. Spillages are recorded by South West Water's own monitoring systems. There's a statutory obligation on the Environment Agency to test the sea at the two designated beaches (Front beach and Church Cliff beach) during the bathing season. Riverfly monitoring is also carried out with the results being recorded by the Dorset Wildlife Trust/Cartographer and a trigger score set by the Environment Agency. All of these results are reported regularly to the Town Council's Environment Committee and the findings of the last two years were published in December

<https://www.turnlymegreen.co.uk/news/monitoring-and-what-it-tells-us-rla-report>

Other work in the catchment will be subject to similar reporting. We will be able to measure the number of volunteers participating in our activities and the extent of removal of invasive species. We can survey volunteers for feedback about the value of their participation. We will be consulting farmers and landowners and will report on their participation in our common goals.

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9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project

The River Lim Action Group has been able to carry out its activities thanks to the funding it has received to date from Lyme Regis Town Council. In addition to this it has raised funds via specific events and donations from individuals. Recently it was successful in securing a funding grant through the Government's Farming In Protected Landscapes programme. The intention is to seek match funding and funding for other projects, specifically the capital expenditure ones, from other sources (including the Environment Agency for fish passes).

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10. How will you inform others the organisation has received funding from the council?

The Group highlights the support it receives widely, specifically on much of its literature, its monthly newsletter and on its website. The funding source would also be highlighted on the information boards included in the application. The group also pays tribute to the Town Council support in any public talks it gives.

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11. Total anticipated cost of project or annual running costs - Total Cost £ 55,220
12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required? - Total funding sought over five years £ 34,220
13. Please tick to show you have enclosed information that covers the following required information:
- a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure
  - b) Bank references - requested. Will be sent direct from bank to Adrienne Mullins
  - c) Audited accounts for the previous financial year - none (accounts available for Council inspection as already discussed with Town Clerk)
  - d) Registration documentation
14. Please tick if any other supporting information has been attached and specify the type of documentation:

The application form must be signed by **two** of the organisation's officers.

Signature

Signature

Name (Print) Rob Thomas

Name (Print) Vicki Elcoate

Position held Coordinator

Position held Coordinator

Date 15 January 2025

Date 15 January 2025

### Notes to applicants

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.

3. Applications should be emailed to Adrienne Mullins  
[adrienne.mullins@lymerestowncouncil.gov.uk](mailto:adrienne.mullins@lymerestowncouncil.gov.uk)

4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.

5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.



**LYME REGIS TOWN COUNCIL**

**TERM GRANT APPLICATION FORM 2025**

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

1. Name of organisation Woodmead Halls (Lyme Regis Leisure Centre)

2. Name of person submitting the application Tim Bell

Position held in organisation Trustee and Treasurer

Contact address Woodmead Halls, Hill Road, Lyme Regis, DT7 3PG

Telephone no.

Email info@woodmeadhalls.co.uk

Website woodmeadhalls.co.uk

3. **What are the main activities of the organisation?**

The Woodmead Halls is a community-owned venue providing space and facilities for a wide variety of events and activities.

**Users include:**

Ballet classes (from toddlers to silver swans), U3a classes and talks, Town Band rehearsals and performances, blood donor sessions, pantomime, yoga classes, over 70's Christmas lunch, Lyme Regis Community lunch, art classes, children's parties, family parties, weddings, funeral wakes, Fitsteps and other fitness classes, Lyme Regis Society talks, Lyme Regis Museum talks, Dorset health and social care talks, displays and presentations.

The Woodmead Halls provides space for a wide range of activities catering for all age groups at a cost that encourages rather than prohibits use for all sectors of the community.

The Woodmead Halls facilities allow other charitable and voluntary organisations to rent the space to run their own fundraising events for example:

- Community bingo

- Lyme Regis Regatta and Carnival Committee hold quizzes and activities over Carnival week to raise funds for distribution to organisations in and around Lyme Regis;
- Lyme Regis Branch of Cancer Research who hold their big breakfasts, soup and sweet and other fundraising events
- Lyme Regis Majorettes who hold bingos, table top sales and big breakfasts

The halls are located within the Woodmead Halls car park, The car park location provides easy access for local residents who can park in the adjacent car park

The hall is fully accessible to those constrained by mobility with the entrance, both halls, toilets and facilities being on one, flat level easily accessible to wheelchairs and mobility scooters.

The Woodmead Halls also hold a contract with Lyme Regis Town Council to provide an accessible toilet facility to visitors to the Woodmead Halls car park and to the town generally. See further below regarding plans for the toilets.

#### 4. What is funding required for?

We are applying for a Term Grant to support the revenue costs of operating and maintaining the Woodmead Halls, focusing on several critical areas set out below.

The requested Term Grant will provide the financial stability needed to sustain revenue costs whilst the hall undergoes its much-needed refresh and upgrades. Without this support, it will be challenging for Woodmead Halls to manage its operational demands, deliver the proposed improvements, and remain accessible to the community and visitors.

Below is a breakdown of the funding requirements and predicted costs which would be funded using the £20,000 annual grant:

- **Employing a Part Time Manager – £8,000-£10,000 per annum**

The increased workload required to deliver the hall's ambitious improvements and manage its day-to-day operations has outgrown the capacity of the volunteer committee and the existing part time caretaker.

A part-time Manager is essential to implement and oversee project delivery of the capital project set out below, to carry out tasks such as reviewing and updating health and safety policies, safeguarding policies, to introduce systems to manage bookings and finances including overseeing the introduction of an improved website with an online calendar facility as well as improving the profile of the Woodmead Halls in terms of social media and advertising generally.

This role will also help identify additional funding opportunities for the proposed capital projects.

- **Offsetting Operational Costs (Energy and Electricity) – £3,000-£4,000 per annum**

The current lighting and heating at the Woodmead Halls is inefficient, expensive to run and prone to breakdown.

As the hall transitions to greener more sustainable technologies such as increased solar capacity, battery storage, and energy-efficient lighting, support is needed to cover rising energy costs during this period of transformation. These operational costs are crucial to keep the hall running smoothly, particularly as energy prices remain volatile.

- **General Day-to-Day Running Costs – £3,000-£4,000 per annum**

This includes insurance, minor repairs, consumables, and other small but necessary expenses that ensure the hall remains functional and welcoming. This element also includes unforeseen operational needs, which can arise with a facility of this size and usage.

- **Cleaning and Maintenance Costs – £4,000-£5,000 per annum**

With the planned upgrades to public-facing toilet facilities, there will be increased cleaning and maintenance requirements to sustain the high standards expected by users. These costs include cleaning staff, supplies, and routine maintenance to keep the facilities hygienic, accessible, and presentable.

The revenue funding from LRTC would enable the Committee to focus on delivering much needed improvements, implementing green, sustainable initiatives to reduce running costs, sustain day-to-day operations while ensuring it continues to serve as a vital resource for the local community and visitors.

This funding would not only ensure the continued operation of a critical community resource but also supports Lyme Regis Town Council's goals of fostering community wellbeing, enhancing the visitor experience, and promoting environmental sustainability. The support from the Council is vital for bridging the gap between the hall's ambitions and its financial realities, enabling it to remain a cornerstone of the community.

5. **What are the objectives of the organisation and/or the project for which funding is required?**

The Woodmead Halls has reached a point where in many areas it needs updating and modernising.

In the years post covid, very little maintenance and improvement work has been undertaken and the Woodmead Halls now needs improvement, updating, a refresh and a relaunch to improve the facilities, usage and to improve income to protect the long term future of the Woodmead Halls for the community.

The current small committee of Trustees, whilst dedicated and committed does not have the capacity to carry out the projects that are necessary. Previously much of the work at the Woodmead Halls was carried out by volunteers, this is increasingly difficult in an environment where the Trustees work full time.

**Manager** - the committee has identified that there is need to bring in a Manager to work alongside the Trustees to help to implement and oversee the projects listed below.

The Woodmead Halls needs to be refreshed to ensure it continues to meet the needs of the community and the growing number of visitors to Lyme Regis and that it remains viable for the future.

**The following capital projects have been identified as being necessary in the funding period:**

Councillors will see from the accounts that the committee has established reserves to enable much of this work to be carried out. The committee is also working towards securing funding to assist with the delivery of the capital projects:

- **Refurbishment of the public-facing toilet facilities**

The toilets are heavily used by hall users, residents and visitors. The current toilets have suffered damage and are in urgent need of modernisation and improvement.

These upgrades will include the installation of an improved accessible toilet and baby-changing area, meeting the diverse needs of users and elevating the hygiene and usability of the facilities

Public toilets are critical for Lyme Regis, which attracts over 300,000 visitors annually, and modernising these amenities will contribute to a better experience for all, reflecting positively on the town.

- **Replacement of the flooring in the main hall**

The current flooring is starting to fail and without replacement will become a safety hazard to users. This improvement will ensure the hall is versatile and suitable for a variety of uses, from community meetings and charity events to private functions. A durable, high-quality floor is essential for supporting multiple activities while reducing maintenance costs over time.

- **Refurbishment of the bar area**

The bar and store area is in need of refurbishment and updating.

- **Refurbishment of the internal toilets (adjacent to the stage)**

As there is public use of the main toilets in the entrance lobby, the internal toilets are used more by hall users. This is especially important in safeguarding terms when children's activities or groups are using the hall. The internal toilets will be refurbished to enhance usability and aesthetic appeal.

- **Environmental sustainability**  
 There is a need to reduce the energy usage at the Woodmead Halls generally. The Trustees are seeking advice and funding from Low Carbon Dorset to fund some of the necessary works. The reserves are established for match funding.
- **Provision of additional Solar Panels**  
 The hall has an existing array of solar panels, there is now an opportunity to install further, more modern and efficient panels to increase the generation capacity
- **Installation of battery storage**  
 Installation of battery storage will enable more of the energy generated by the solar panels to be used during evenings and poorer weather
- **LED Lighting**  
 None of the hall lighting has been updated from traditional, non LED lighting and there is a need to install LED and low voltage lighting across the two halls and the shared spaces. This will reduce the energy consumption at the Woodmead Halls and will reduce the running costs.
- **Stage Lighting**  
 This needs to be renewed as it is traditional, non LED, is very inefficient and does not meet the requirements of users
- **Installation of WiFi-enabled thermostats**  
 These will enable a smarter use of energy and avoid the situation where users turn the heating on to full and then leave it on when they leave the hall. This will enable remote monitoring and control of the heating system to manage energy usage and costs
- **Improvement to boilers and heating systems**  
 Currently one of the boilers has failed. There is a need to investigate options for the future.
- **Redecoration of both halls and all areas**  
 Redecoration will be carried out in tandem with the proposed capital projects, the proposed works will mean that a full redecoration is needed. The aim is to create an environment that is not only functional but also inviting and reflective of the hall's importance to the community.
- **Condition Survey**  
 This is needed to ensure that a programme of planned maintenance can be implemented to protect the fabric of the building moving forward. Planned maintenance will help safeguard the building against the elements, avoiding costly repairs in the future.

## **General**

To enable it to deliver the ambitious capital improvements outlined above, The Woodmead Halls seeks additional funding to cover the associated revenue costs including the appointment of a part time manager.

The Woodmead Halls operates on a tight budget, Lyme Regis Town Council is strategically positioned to provide this assistance, ensuring the hall remains a vital resource for the community and visitors alike. By providing funding of the essential revenue costs set out above, the Council can help secure the long-term success of this project, aligning with its objectives of supporting local organisations and enhancing the town's infrastructure and wellbeing.

Through these objectives, Woodmead Halls aims to provide a refreshed and future-ready space that benefits the residents of Lyme Regis, supports its thriving tourism sector, and aligns with the town's vision for sustainability and inclusivity.

6. **What length of time is the funding required for (funding will not normally exceed five years)?**

We are requesting funding for a period of five years, from 2025 to 2029, with an annual amount of £20,000.

7. **How will the funding benefit the town, its residents and/or visitors?**

Investing in Woodmead Halls will yield significant benefits for Lyme Regis, enhancing amenities, boosting the local economy, supporting the community, and demonstrating environmental leadership.

**Enhanced Amenities:** Upgrading the public-facing toilets, improving accessibility, and incorporating energy-efficient features will significantly elevate visitor and hall user satisfaction. High-quality facilities are essential in coastal towns like Lyme Regis, where tourism plays a vital role in the local economy. Research indicates that over 70% of people consider accessible and clean public toilets a key factor in choosing to revisit a destination ([source](#)).

**Economic Impact:** Tourism is a cornerstone of Lyme Regis's economy, with the town attracting approximately 81,000 staying visitor trips annually, contributing significantly to local businesses and services ([source](#)). By enhancing the quality of public amenities at Woodmead Halls, we support Lyme Regis's reputation as a premier destination, encouraging repeat visits and sustained economic growth.

**Community Support:** Sustaining Woodmead Halls ensures that residents have continued access to affordable, high-quality spaces for events and activities. The hall serves as a hub for community engagement, hosting a variety of events that foster social cohesion and local culture. Maintaining and improving this facility aligns with the town's commitment to enhancing the quality of life for its residents.

**Environmental Leadership:** Transitioning to energy-efficient systems at Woodmead Halls demonstrates a commitment to environmental sustainability, aligning with broader local and national

priorities. Implementing green technologies not only reduces operational costs but also contributes to the town's efforts in promoting sustainable tourism and reducing its carbon footprint.

By supporting the Woodmead Halls Committee to deliver these enhancements to The Woodmead Halls, Lyme Regis Town Council will be investing in the town's infrastructure, economy, community well-being, and environmental sustainability, ensuring that both residents and visitors continue to enjoy and benefit from all that Lyme Regis has to offer.

8. **How will the objectives and benefits of the organisation and/or project be measured?**

The success of this project will be measured through:

- **Visitor Satisfaction Surveys:** Feedback will be gathered on the cleanliness, accessibility, and usability of the upgraded facilities.
- **Footfall Monitoring:** We will track usage of the toilets during peak and off-peak times to evaluate demand and impact.
- **Environmental Metrics:** Regular reporting on energy and water usage will demonstrate the impact of our green initiatives.
- **Project Milestones:** Progress will be reviewed against clearly defined operational and sustainability goals.

9. **Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project**

In addition to this Term Grant application for revenue funding, The Woodmead Halls is actively pursuing funding opportunities to support its capital improvement projects. We have applied for funding from Low Carbon Dorset to assist with the installation of solar panels, battery storage, and other energy-efficient systems. These initiatives align with our commitment to environmental sustainability and will help reduce long-term operational costs.

We will also undertake a series of local fundraising campaigns aimed at raising additional funds to contribute to the capital costs of our planned improvements, including the refurbishment of toilet facilities, the installation of new flooring, and essential maintenance of the roof and infrastructure. These efforts include outreach to local businesses, individual donors, and community events designed to engage residents and highlight the importance of the hall to Lyme Regis.

In the future, we plan to apply for capital grants from Lyme Regis Town Council, as well as other relevant organisations and charitable trusts, to bridge funding gaps for larger projects. By leveraging these opportunities, we aim to minimise the financial burden on the hall while ensuring that all proposed improvements are delivered to a high standard.

The Woodmead Halls has built up capital reserves to enable it to start to deliver the capital projects outline above. This ensures that the funding sought from the Term Grant is focused on essential

revenue costs, such as cleaning, maintenance, and operational expenses, while capital improvements are financed through a combination of external grants and our own resources.

This multi-pronged approach to securing funding underscores our dedication to delivering the ambitious vision for Woodmead Halls. It ensures that the hall remains a vital resource for the community while reducing dependency on any single funding source, demonstrating fiscal responsibility and a long-term commitment to the sustainability of the project.

10. **How will you inform others the organisation has received funding from the council?**

We will ensure the Council's support is acknowledged prominently through signage at Woodmead Halls, mentions in all promotional materials, and regular updates on our website and social media.

11. **Total anticipated cost of project or annual running costs**

Annual Running Costs	£45,000
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12. **Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required?**

Estimated Grant Funded Revenue Costs	£20,000
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13. **Please tick to show you have enclosed information that covers the following required information:**

- a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure  
*Business plan information is contained within this application.*
- b) Bank references  
*Bank statements available on request. Charity incorporated with Companies House and banking with Natwest.*
- c) Audited accounts for the previous financial year  
*All published financial statements can be found [here](#). 2023/24 accounts are with the auditor for assessment.*
- d) Registration documentation  
*Companies house link [here](#). Trust deed with the Town Council can be provided on request.*

14. Please tick if any other supporting information has been attached and specify the type of documentation:

The application form must be signed by **two** of the organisation's officers.

Printed Name: Timothy Bain Bell

Role: Trustee and Treasurer

Date: 14/01/2025

Printed Name: Anita Williams

Role: Trustee

Date: 14/01/2025

### **Notes to applicants**

1. Please read the accompanying term grants policy and procedure to check the eligibility of your organisation and/or project, what you must include in your application, any restrictions on the funding, and how grants will be monitored and reviewed.
2. Applications will only be considered on submission of the completed application form together with the relevant supporting documentation.
3. Applications should be emailed to Adrienne Mullins  
[adrienne.mullins@lymeregistowncouncil.gov.uk](mailto:adrienne.mullins@lymeregistowncouncil.gov.uk)
4. Applications must be received by **noon on Wednesday 15 January 2025**. All applications will be acknowledged.
5. Applications will be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.



**LYME REGIS TOWN COUNCIL**  
**TERM GRANT APPLICATION FORM 2025**

**PLEASE NOTE: Read the accompanying guidelines before completing this form**

1. Name of organisation Woodroffe Parents, Teachers and Friends Association (PTFA)

2. Name of person submitting the application Sonia Rai

Position held in organisation Co-Chair

Contact address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone no. \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

3. What are the main activities of the organisation?

The Woodroffe PTFA mobilises the energy and commitment of our parent's, teachers and the wider community of Lyme Regis to support the school through fundraising activities, networking events and other related projects. In addition to generating much needed funds to support key projects at the school, the PTFA plays a vital role in integrating the parent and teacher communities.

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4. What is funding required for?

To enable the school to open its sports facilities to the local community for 20 hours per week. Some of the funding will go towards subsidising the cost of hire for the local community to ensure as many people who wish to use the sports facilities can afford to.

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5. What are the objectives of the organisation and/or the project for which funding is required?

This project will help foster healthy lifestyles and make more affordable, the school's sports facilities to the wider community. It will allow individuals to access facilities very close to their neighbourhoods.

6. What length of time is the funding required for (funding will not normally exceed five years)?

Five years.

7. How will the funding benefit the town, its residents and/or visitors?

Widening the access of these facilities will allow our Town Council to add another offer to the community and visitors whilst aligning with Dorset's Health and Wellbeing Strategy. The school's facilities will foster stronger and healthier residents and improve the mental health and wellbeing of Lyme Regis residents and visitors.

8. How will the objectives and benefits of the organisation and/or project be measured?

We will benchmark the current use of the sports facilities by clubs and develop a new monitoring and evaluation system to track usage. We will also survey the community to curate opening times that are a good fit for the community and the school. We will produce a 6-monthly report to measure usage against our objectives.

9. Please provide details of other grant applications and/or fundraising activities in relation to the organisation and/or project

None yet but we may approach local companies to co-sponsor this project.

10. How will you inform others the organisation has received funding from the council?

We will acknowledge the funding via our social media, website, school newsletter 'Rough Notes' which 2000 people each month, as well as through parent WhatsApp groups.

11. Total anticipated cost of project or annual running costs £ 20,000pa (100,000 total)

12. Amount of funding sought from Lyme Regis Town Council. If funding is sought for up to five years, what is the annual sum required? £ 20,000pa

13. Please tick to show you have enclosed information that covers the following required information:

- a) A business plan that includes a clear understanding of the organisation's operating environment, risk exposure, and details of the projected income and expenditure
- b) Bank references
- c) Audited accounts for the previous financial year
- d) Registration documentation

X
X

14. Please tick if any other supporting information has been attached and specify the type of documentation:

>
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The application form must be signed by **two** of the organisation's officers.

Signature	Sonia Rai	Signature	Nell Robertson
Name	.....	Name	.....
(Print)	Sonia Rai	(Print)	Nell Robertson
Position	.....	Position	.....
held	Co-Chair	held	Co-Chair
Date	15 January 2025	Date	15 January 2025
	.....		.....

#### Notes to applicants

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